



DBSA MINUTES BOARD MEETING

Tuesday 13 December 2022 at 6pm
At The Sailing Club / Zoom

FORMALITIES

▪ OPEN MEETING – 6:05pm

"We acknowledge the Kaurua 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) (part meeting), Julie Lister (Powerblades), Tracey Gardiner (Powerblades) and Mary-Ann Holt (ASA).

▪ INVITED

Pat Doogue (SC Chair) – part meeting

▪ APOLOGIES

Norman Voss (ACDC) and Tasha Youngman (Powerblades).

▪ DECLARATIONS OF CONFLICTS OF INTEREST

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

1 ADMINISTRATION

1.1 Previous meeting Minutes – 12/10/22

MOTION

That the Minutes of the Board meeting held 7 November be accepted as a true and accurate record.

Moved: C. Wood and Seconded: M.A. Holt

CARRIED.

Action: Marie (#2579)

1.2 Acceptance of Information Only Papers

The following Agenda papers were noted:

- #2.3 with exception of SC Charter
- #5.5, #7.4, #8.1 and #9.3

2 GOVERNANCE

2.1 Previous Governance meeting Minutes – 6/12/22

The draft Minutes were reviewed and noted that the actions would be updated as follows:

- *Agreed to write to Clubs and Life Members advising:*
 1. *Life Member voting needs to be clarified. This will be done at an SGM prior to the next President's Forum with a proposal to be submitted for their information and background.*
 2. *A request will be put to them to accept the previous vote approving three members of Powerblades to remain on the Board until the AGM.*
 3. *Should this request not be accepted then another vote will be taken.*

2.2 Voting procedure / policy

The importance of having a document to manage the voting process and in particular online voting was noted. Agreed to trial the next Board meeting via MS Teams as this allows the voting option and ability to upload all files within the program. **Action: Marie (#2580)**

2.3 Charters for review

2.3.1 Maintenance & Equipment Working Group – adopted

2.3.2 Social Media Working Group – adopted

2.3.3 High Performance & Development Portfolio – adopted

2.3.4 Safety & Risk – adopted

2.3.5 Sweep Committee – reviewed and adopted whilst Pat Doogue was present.

Action: Marie (#2581)

3 PORTFOLIOS

3.1 Secretary

Nil report.

3.2 Safety & Risk

The latest report was tabled for review, noting there were five reports lodged since the last meeting.

The report lodged by Julie Lister as the Safety & Risk Officer at the race day on Sunday 11 December related to the Coorong Dragons Level 1 Sweeps was discussed. Noted an invitation had been extended to them to attend the regional training day however the date was not suitable to them.

The report related to Bobana Slobodanka ongoing injury at the River Torrens was discussed and noted it remained open and was being closely monitored with updates being entered into Safe365. The AusDBF insurance policy details have been provided to her to follow up as needed. Noted that instructions may be needed to be provided for use of boats at that location.

3.3 Equipment & Maintenance

Pat Doogue:

- Advised that his preference was for the Umpire's Boat key to be kept separate from the boat so it was agreed to keep it in the office.
- Provided an update on the research he had done on a replacement PA system and put forward two options from Sound Gear Australia. Both quotes were reviewed and approval was given to purchase the larger Mixer Amplifier from one and eight speakers from the other.

Action: Pat (#2582)

- Noted issue of the trailer parking at The Sailing Club at times making it difficult to access the container for the Umpire's Boat. In particular there is currently one trailer restricting access somewhat however it was felt that was because the caravan was returned to a position limiting access to the adjacent trailer space. Agreed to send advice out to Clubs to be mindful of this.

Action: Chris (#2583)

- Placed a "no parking" sign on the front single gate.

3.3.1 Tour around the building and grant application

Julie Lister provided an update on her site visit to the new boatshed with Peter Button and shared some photos. Of note:

- Both garage doors will be electronic.
- Entry will be via a central door.
- Building will set the scene for Councils in SA as is environmentally friendly and rated to level 6 – powered by solar power.
- One separate corner will be used for education (not for DBSA) with a roller door providing emergency access to users.
- There will be 4 boats stacked on one side and 4 on the other with a double row of lockers down the middle. 22 will be available for Clubs and DBSA use.
- Two boats on trolleys will be placed either side of the lockers.
- Will aim to bring another boat here so will have 11 x 20s boats for use.
- End wall will have 2x10s boats and family boat with a framework built to stack the 2 x TK1s.
- Gym equipment will be made available for use by all paddlers however Aurora paddlers will have priority.
- Similar pulley systems will be in use whilst awaiting electric stackers and these will need to be centrally located to allow people to access the other side of the boat.
- Toilets and showers – issue with entry door opening up direct on to the cubicles has been highlighted to Council.
- Separate disabled toilet.
- Cannot affix anything to the walls.
- Use of the training room with canteen will need to be negotiated.
- Grant application has been submitted to Council and ORS&R for \$6,000 to be matched by them and DBSA for equipment. A short 3-day window was given for this application. Paddle

SA were supportive in providing a previous lease contract from 2019 and Jennifer Bould provided supporting invoice payments to prove long term lease arrangements in place.

3.3.2 Lockers purchase – Peter Button email

Noted above grant application will hopefully allow for lockers to be purchased.

3.3.3 Email from Sharon Knights requesting use of Aurora's equipment

Agreed that the DBSA equipment will be available for all paddlers however priority will be given to Aurora paddlers or those trying out for them. Bookings will be made via PickTime. A training session will be provided to Clubs on how to use the ergo equipment once have relocated.

Action: Julie (#2584)

Once relocated, an email will be sent to Clubs with details on how to access the 10s boats and use the racking system to put them on to a trolley dolley. **Action: Julie (#2585)**

3.3.4 Project Plan – boat relocation

The timeline was briefly reviewed and noted dates will be more defined once confirmation is received on moving date into the new boatshed.

Noted will need to be mindful of having boats returned in time for the Regional Masters Games and that there are enough volunteers to arrange the relocation of the boats. The Council will only allow a short period of time for the boats to be left outside of the boatshed. Aim will be to keep 12 at Aquatic, 4 at The Sailing Club with Torrens boats relocated later.

Tentative date for handover of boatshed is Friday 27 January so will look to set up a working group to clean out the containers in preparation mid-January. Email to be sent out early January seeking volunteers. **Action: Norman (#2586)**

3.4 Participation, Marketing & Publicity

Noted an EOI will be sent out next year to get this Working Group up and running.

3.5 High Performance

The proposed training dates for the various categories in January and February were advised and noted they will mixed around (ie Tue, Wed, Sat, Sun) with a more dedicated age category focussed boats in March and April.

A survey will be included as part of the EOI out to Clubs seeking participants.

With the EOIs received for Auroras it is pleasing that for the first time there is representation in every age category. Noted there are more Juniors keen to be involved also. Dates were advised for the various camps.

Once AusDBF announce the team then dedicated training sessions can be arranged. Noted ergo training for some is being held currently.

3.6 Social Media

3.6.1 Instagram Summary

Noted that the summary report will be presented next meeting and the new format will set the scene as to the kind of reporting options available for the Board.

3.7 Officials / Training & Development

Noted Julie Clinch and Pat Doogue had both applied to AusDBF to be official trainers which was supported by DBSA. Both are currently going through the assessment process with a decision to be announced this month. The successful appointed national trainers could be involved in the training program Australia-wide and not just necessarily in their home state.

The advent of this new AusDBF training program for Officials will provide DBSA with a different challenge as to how manage the Officials locally as the AusDBF appointed trainer/s will be responsible for managing the training. There is a large component of the training of Officials now online via modules with some practical training required on race days. Training can be signed off by an Official on a race day or a ROMP Mentor.

The ramifications of this were discussed.

Noted the Volunteers' Coordinator role may also change as a result with more encouragement to be given to volunteers to be Officials.

The importance of setting in place a succession plan for training of Officials was highlighted.

3.8 Cultural
Nil report.

3.9 Sweeps' Committee
3.9.1 Chair update

Pat Doogue provided an update of the AusDBF Sweep Training 2-day workshop held early December:

- As a result, the Sweep Classifications Levels document was produced which has been circulated to Clubs already.
- The major changes to the various levels were highlighted.
- There is no longer a Level '0' and those Sweeps at that Level will be upgraded to Level 1.
- He noted SA is the only state that has a Drummer component to the course and that this was working well. He encourages as many people as possible to attend the course or to sit in if a senior Sweep or a Coach.
- All sweeps will be required to have a WWCC and to wear a PFD.
- A reconciliation will be undertaken with Clubs to ensure that their list of accredited Sweeps is correct.
- An Advanced Sweep course is being considered prior to AusChamps as a refresher and offer tips and tricks and also cover 2000m rules of racing.

3.10 The Sailing Club
No update.

3.11 Masters Games Working Group
Next meeting is scheduled for Thursday.

3.12 Volunteers

The draft National Strategy for Volunteering document produced by Volunteering Australia was reviewed and agreed it would be good reference material.

MA Holt advised she would like to work with Volunteering SA/NT to source volunteers in general but more specifically for the Masters Games.

Agreed from next race day to provide a packaged lunch and snacks for the volunteers on the Umpire's boat and at the Start Line as it was often difficult for them to return to a central point to collect.

4 EVENTS

4.1 Events (schools, corporate)

Noted Le Fevre High concluded their last event on Friday 9 December which coincided with being the last day of school for the Year 10 students which substantially reduced the attendance numbers as a result.

5 GENERAL BUSINESS

5.1 Clearances
Nil.

5.2 ORS&R re Star Club being discontinued

Agreed to circulate this advice out to Clubs and they could follow up with the Club of the Future and Game Plan initiatives being offered.

5.3 Action List – 7/11/22

Reviewed. Of note:

- #2586 – noted unlikely to be eligible for the CRSFP Grant so application not pursued.
- #2571 – email will be sent to Clubs and Officials with detailing the program for the Regional training day on Saturday 21 January. Encouragement will be given to individuals wanting Sweep experience, assessment, or paddlers looking to collectively paddle with others.
Action: Julie (#2587)
- #2571 – agreed to arrange a BBQ lunch and coffees. **Action: Chris (#2588)**

- #2517 – Agreed to invite Maria Darby and have her present with Jennifer Bould on the issues with RevSport and FinishLynx at the next Board meeting so that everyone can have an understanding. **Action: Marie (#2589)**
- #2519 – will be covered by actions arising from Agenda item #3.7.
- #2538 – agreed to contact Clubs in the new year when relocating to boatshed to be mindful of the equipment and to take some ownership of it. Noted several of the drums are beyond repair.
- #2542 – noted FinishLynx boxes currently reside with Pat Doogue after the last race day.
- #2483 – noted Gilchrist Connell contacted to provide legal advice on constitution.
- #2390 – noted visit paid to Chinesees Association boats and keen to acquire them as they have original oars and heads and are of historical value.
- #2194 – copy of latest boat lease template to be provided to Treasurer for follow up.

5.4 Sport SA – Young Female Workshop and Forum

Agreed this invitation would be extended to ACDC to attend given that they have the majority of junior paddlers and Chris Wood would complete the survey. **Action: Chris (#2590)**

5.5 Sport SA – Launch of National Leading Mental Fitness Charter

Agreed to forward the Charter to AusDBF for their information and possible inclusion in their own Charter at a later stage and that DBSA was not in a position to adopt it locally. **Action: Marie (#2591)**

6 AusDBF

6.1 AusDBF Update – John

Nil report.

6.2 AusDBF Participation Levy 2023/24

Noted.

6.3 NIF Action Required

Held over:

1. Website – update policies section to reflect the adoption of the NIF and relevant policies.
2. 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.
3. Update to Clubs.

6.4 NIF – Policy Update email

Feedback from Norman Voss about realistically implementing or executing some of the requirements in the Child Safeguarding Policy were discussed. The general consensus was DBSA was not in a position to really challenge the content of this Policy and that a common sense approach was needed.

6.5 Roadshows – SA Tue 29-Nov – feedback

Noted positive feedback received.

6.6 Annual Meeting – notes

Due to the lateness of the meeting time when this Agenda item was considered it was agreed to advise Julie Lister separately on any follow up action items for discussion at the next meeting.

Action: All (#2592)

6.7 Rules of Racing – adopt

Agreed to adopt the updated AusDBF Competition Regulations & Rules of Racing (Edition 10) and modify the respective Policy. **Action: Marie (#2593)**

6.8 Safeguarding in Sport Continuous Improvement Program

Noted advice received that AusDBF has been invited by Sport Integrity Australia to register its interest in the *Safeguarding in Sport Continuous Improvement Program*. This is intended to support sport implement the NIF by reviewing progress against policy requirements and best practice and developing a tailored action plan for implementation over several years – with access to expert resources, education and supporting material, and financial support. Under the proposed plan, AusDBF would have ultimately accountability for participation, with States responsible for:

- working with AusDBF to complete an Audit Questionnaire;
- implementing applicable actions from the Action Plan; and
- working with member clubs to implement localised safeguarding practices.

A Fact Sheet with further information was provided and consensus given that that the Program is a valuable opportunity to assist the sport strengthen its safeguarding practices in the long-term. .

7 FINANCE

7.1 Reports – 30/11/22

MOTION

THAT the financial reports as at 30 November 2022 be accepted.

Moved: T. Youngman and Seconded. MA Holt CARRIED.

7.2 The Sailing Club – finances 30/11/22

Noted.

7.3 Insurance premium email re gym equipment

Noted the Assets register provided to reconcile the items being insured was missing several items and there was an issue with the amount of dolleys showing as insured. Agreed to review the register over the holiday break to ensure all is in order. **Action: Julie & Tracey (#2594)**

The Insurer had advised that going forward they no longer would be ensuring gym equipment. Agreed to follow this up with the Insurer for clarity and to advise AusDBF if this was the asset as it would impact Clubs Australia-wide. **Action: Tracey (#2595)**

7.4 Succession Plan – Treasurer role

Noted.

8 CORRESPONDENCE

8.1 Vulnerable Dolphin Calf

Noted correspondence received to be mindful of the orphan dolphin in the Port River.

8.2 Hearing Australia Bus

Request to provide free screening to individuals on a race day was agreed. **Action: Marie (#2596)**

9 CLOSING

9.1 Any Other Business

Nil.

9.2 Next meeting

The next Board meeting is set for Wednesday 11 January 2023 at 6pm at The Sailing Club and via MS Teams. **Action: Marie (#2597)**

Meeting closed at 9:21pm.