



# DBSA MINUTES BOARD MEETING

Thursday 13 June 2024 @ 6pm  
At Aquatic Boatshed meeting room / Zoom

## FORMALITIES

### OPEN MEETING – 6:04pm

The Acknowledgement of Country was read by JL. Meeting chaired by JL.

*“We acknowledge the Kurna people as the first nations of this land on which we meet today. The dreaming is still living from the past, in the present into the future and forever. I would like to acknowledge all cultures sharing this land today, past and present.”*

### PRESENT

Julie Lister (JL)	Powerblades
Tracey Gardiner (TG)	Powerblades
Mary-Ann Holt (MA)	ASA
John Holland (JH)	Life Member / ACDC
Chris Wood (CW)	Life Member / ACDC
Teresa Riccio-Goodwin (TRG)	Appointed Board member
Marie Cunningham (MC)	Minute taker

### APOLOGIES

Jennifer Bould (JB)	Life Member
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### DECLARATIONS OF CONFLICTS OF INTEREST

JL declared conflict of interest for 4 clearance requests.

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

## 1 ADMINISTRATION

### 1.1 Previous meeting Minutes – 8/5/24

The Minutes of the Meeting held 8 May 2024 were accepted as a true and accurate record.

**Action: MC #3004**

### 1.2 Action List

Reviewed. Of note:

- #2945 – noted for Dockside Festival event on 8&9 Feb-25 event that there is a race day on the Sunday however may be some interest for the day before.

### 1.3 Acceptance of ‘Information Only’ Papers

Accepted.

### 1.4 Clearances

The following clearances were ratified for the 2024/25 season:

- #05 – Tamzyn Dos Santos – ACDC to Powerblades
- #06 - Jayana Dos Santos – ACDC to Powerblades
- #07 – Charmain Dos Santos – ACDC to Powerblades
- #08 – Kerrryann Bright – WWs to BSD
- #09 – Julie Davies – BSD to PBs

**Action: MC #3005**

### 1.5 Policy #021 – Risk Management

Noted the Policy had been updated to include guidance on incident and risk reporting as an appendix rather than as a separate document. It was reviewed and agreed to circulate to Clubs and Officials with covering advice. **Action: JL #3006**

### **1.6 RevSport Proposal – changes to bring DBSA into line with national classes and classifications**

The proposal was reviewed, and the Board endorsed that DBSA adopts the registration classes aligned to AusDBF, identifies paddlers with anomalies not aligned to the structure and updates information for consistency.

Agreed to send out this advice to Clubs and provide them with some covering information to assist them with assigning the correct payment class going forward. **Action: JL #3007**

### **1.7 Clearance policy: proposal of changes due to impacts of subscription membership**

The draft proposal was reviewed and agreed there was no need to implement any changes at this stage and to revisit once any issues are identified.

## **2 PORTFOLIOS**

### **2.1 Safety & Risk**

#### **2.1.1 Incident report – spreadsheet**

Noted.

#### **2.1.2 Action item #2866 – set up a race day checklist for Captains & Sweeps**

JL provided the background to her recommendation which was duly considered. It was agreed to accept the recommendations that:

1. The implementation of a checklist will add little or no value to the C&S meeting and potentially prolong the meeting duration and create an additional administrative requirement for DBSA.
2. The outstanding action item is closed.

### **2.2 Equipment & Maintenance**

Appreciation was extended to JH for installing the storage racks for the TK1 boats and family boat.

JH advised that there is now a full set of numbers in blue, red and black and the missing #4 black sign has been replaced.

JH noted that the OC2 has a crack in it and until it is repaired should not be used. Booking option to be withdrawn from RevSport until advised it is repaired. **Action: MC #3008**

Agreed to send an email to Clubs advising them of this and remind them that they need to book through RevSport for use of this equipment. **Action: JL #3009**

JL sought approval to purchase some additional weights as more were needed for training for upcoming Aurora selection camps. Approval was given and noted that they could be purchased cheaply through Marketplace or at K-Mart.

JH advised that there could be some in the container and that he would check and relocate. **Action: JH #3010**

### **2.3 Participation, Marketing & Publicity**

Nil discussion.

### **2.4 High Performance & Development**

Nil discussion.

#### **2.4.1 CCWC Exemption Discussion**

Agreed to place discussion on this at hold for the time being.

JH advised that AusDBF was looking to introduce stricter rules for the 2025 National Championships given the amount of exemption requests received for the 2024 AusChamps.

### **2.5 Social media & Website**

Noted several recent FB posts.

**2.6 Cultural**  
Nil discussion.

**2.7 Sweeps' Committee**  
Noted report received from Pat Doogue (SC Chair) on the recent Come & Try event held and briefly on national activity.

JH advised that there is an AusDBF Sweep workshop in Sydney in October.

The Come & Try event was noted as being a fun event providing many participants with the opportunity to sweep without pressure from their own Club members.

JH advised there is a strong national movement to remove the age and gender requirements for sweeps for competition. Many felt that the age appropriate did not make any difference. Noted DBSA could follow its own rules.

**2.8 Volunteers & Officials**  
MA advised that with CW they both attended a Volunteer Recognition workshop run by Volunteering SA&NT on Tuesday 9 April which was worthwhile and gave them some interesting insight moving forward.

MA provided an update on her review of the draft Race Day Volunteers Manual. Agreed to send the latest version for updating. **Action: MC #3012**

### **Pre-season information session for Officials**

**2.8.1 Officials** – the minimum we require and positions for local race days at aquatic (such as one chief official level 3; no chief judge, chief Marshall, chief official and a starter and assistant for each distance, no chief starter, starter and/or assistant). With two rotations of boats, it should make things easier and too many positions and roles, complicates and delays things

The consensus was in favour of the following changes to reduce the number of positions required for the upcoming season to make the race season easier to coordinate:

- Chief Official: now called Race Day Official
- Roles: Starter, Assistant Starter, Course Umpire, Umpire Boat Driver, Judge, Race Day Secretariat and FinishLynx Operator.

JH advised that AusDBF are looking at the Australian Sports Commission's "Community Officiating Essential Skills Course" and requiring Officials to undertake this after their first 12 months.

[Essential skills | Australian Sports Commission \(ausport.gov.au\)](https://www.ausport.gov.au/essential-skills)

Suggested that the course details be sent to all DBSA Officials with encouragement given to them to complete it prior to the start of the season as part of their learning development. **Action: MA #3011**

**2.8.2. Volunteers** – what roles could we require that could be volunteer or officials that are either full day duration or ad hoc as required

Held over.

**2.8.3 Role statements or information** – this would provide guidance to the roles on what is expected and would assist those persons that might do a role ad hoc during paddling

Held over.

**2.8.4 The benefits of having a volunteers and officials formal meeting on each race day**

Held over.

## **3 EVENTS**

### **3.1 Events**

Noted recent PAC school event was cancelled due to winter weather concerns and will be rescheduled.

#### **3.1.1 End-of-season event – Volunteers & Officials – update**

Noted this luncheon is scheduled for Sunday 16 June and there are 17 attending which is less than the expected 25 attendees.

The volunteer pin allocation for the number of years was advised and noted with those that are an apology and not able to attend would be presented with their volunteer pins at a suitable event in the 2024/2025 season.

### 3.1.2 End-of-season Awards dinner – feedback

Consensus was it was a good event at a great venue, with the feedback on the food provided generally being favourable but not necessarily for the vegetarians.

## 4. FINANCE

### MOTION

THAT the financial reports as at 31 May 2024 be accepted.

Moved: TG and Seconded: CW

CARRIED.

JH noted that the account coding for the two Regional Masters Games events was being corrected to assist with correct reporting despite some of the income crossing over financial years.

### 4.1 Insurance renewal

Noted paperwork had been submitted to V-Insurance and that some Clubs had requested quotes for their specific insurance needs.

Noted by the Treasurer that all Clubs were made aware via email with a response requested by 30 May that they could place their insurance coverage for trailers and club equipment under the DBSA policy and that it could readily be included if they arranged this via the Treasurer. Not all Clubs had responded with ASA stating they were unaware and would like a quotation (details to be sent to TG)

## 5. GENERAL

### 5.1 C&BS sealed copy of the registered Constitution

Noted that C&BS had approved the recent changes to the Constitution and this advice should be given to Clubs and Life Members. **Action: MC #3013**

### 5.2 Long Course Race West Lakes

JH advised of advice received from Marines & Harbour with advice being that on the permit application: that boats will navigate the shortest course around the island. This exemption will then be added to the licence.

Clubs would then be advised for this race that taking the shortest route is fine and that when a boat is caught by another that they have to move over.

### 5.3 Follow up ACDC correspondence (Action #2907)

Noted further action is currently on hold.

## 6. AusDBF

### 6.1 Coaching development framework proposal

The proposal was discussed with consensus in favour of supporting the initiative and matching the \$1,000 AusDBF funding. It was agreed that scholarships to promote level 2 accreditation would be offered to four coaches through an expression of interest with the agreement by the supporting Club to fund part payment.

Agreed to develop the criteria for scholarship applications to DBSA through Clubs from Level 1 Coaches with Club funding to match 50% of the scholarship. **Action: JL & JH #3014**

Agreed to advise AusDBF of support of this proposal and proposed scholarships to be offered. **Action: JH #3015**

### 6.2 Q2 Forum

#### 6.2.1 AusChamps Digital Report

Noted.

#### 6.2.2 Apparel tenders

Noted.

## 7. CLOSING

### 7.1 Any Other Business

- Noted request from Rowing SA to change the date of the State Championships as it clashes with their Schools Head of the River event. They have little flexibility to change as they need to travel to their Nationals in Tasmania over the same weekend.

As a result of this the proposed changes to the race program were agreed:

- Sat 30-Nov: new date
  - Alternate date for Peter Bristow Long Course if inclement weather
- Sun 23-Feb – Race day #7 moved back a week
  - New date: Sun 2-Mar
- Sat 15-Mar & Sun 16-Mar - State Championships
  - New dates: Sat 22 & Sun 23-Mar

Rescheduled dates to be provided to Rowing SA and once approval for the race calendar has been approved, Clubs to be advised.

**Action: MC #3016**

- Noted Water Warriors advised that they have several old DBSA trophies, currently being housed and as the categories are either no longer being held or have been replaced with plaques circulated to the winning teams each year and were seeking advice if DBSA wanted them returned as they have limited storage.

Agreed to advise that they should be given to Julie Lister in the first instance who will place in the locker. **Action MC #3017**

- MC noted that RevSport had been advising Clubs of recent account upgrades pricing change however had not received advice for DBSA. To be followed up. **Action: MC #3018**
- Noted the ACC Vehicle Access Permit was received and handed to JH.
- JL advised that she has been the second authorised person on payments and had to submit her own expense claim and did not feel it was appropriate that this was signed off without Board approval. Approval given for reimbursement for postage of FinishLynx laptop and keys cut for the caravan.
- Agreed to schedule a working bee to clean out the Aquatic boatshed and undertake necessary equipment repairs (ie heads and tails) for Sunday 7 July. Tasks could be allocated to small groups and a BBQ lunch during the day. **Action: JL #3019**
- Noted the 40-year anniversary of the DBSA incorporation is on 28 August 2025. Agreed to revisit this in September after the AGM and to form an “Anniversary Working Party”.  
**Action: MC #3020**
- The response from the Port Adelaide Council re availability of premises in the area was discussed. Noted GDS Dolphin land has been transferred from Renewal SA to the Council however not the building.

Agreed to follow up for contact details at Cedar Woods in the first instance.

**Action: CW #3021**

## 7.2 Next meetings

Next meeting date is set for 6pm on Tuesday 9 July 2024.

Meeting closed at 8.29pm.