

EXECUTIVE PLANNING DAY

**Sunday 7th May 2017
10:00am**

Louise Baker's Residence
52 Goicoechea Drv
Bushland Beach QLD 4818

MINUTES

Attendees: Theresa Manning, Louise Baker, Darren Alsemgeest, Alan Johnston, Judy Hicks, Dianne Greene, Melissa Wilson.

Apologies: Robert Lee, Helen Cushing

Meeting Open: 10:00am

1. SNQ Governance

- 1.1. SNQ Regional Statement – document was adopted by management committee on the 27 July 2016 and is now due for review. Document reviewed with no changes.

Action: Regional Statement to be tabled at the management committee meeting for consideration.

- 1.2. SNQ Regional Strategy 2017-2020 – this document is in draft for feedback before approval by the management committee. The strategy is written to be aligned to SAL and SQ and in a similar format to SQ. It is not intended to be multi-page document but something that is easy to read but sets out a 3 year direction. Our operational activities should refer to strategy. The intent would be to set an annual operational plan that refers to priority strategy areas. The operational plan should be developed and finalised at another executive planning day within 2 months after the AGM. The Regional Strategy was reviewed with no changes.

Action: Regional Strategy to be tabled at the management committee meeting for consideration.

- 1.3. SNQ Structure (position needs/role) – a revised SNQ Structure and revised SNQ Committee Structure was tabled for comment. The significant change was the addition of a Development Advisor role. Last year a similar 'Development Manager'

role was proposed and was not accepted as it had overarching responsibility for all development activities. This Development Advisor role is only an advisory role to SNQ and the development activities and not the decision maker. Responsibility still is with the sub-committees with overall approval from the management committee. The role would also interact with SQ to keep abreast of changes that affect development activities and advise SNQ and the sub-committees of those changes for their consideration. The role would also assist in collating development activities across the sub-committees to assist in interactive planning of activities to ensure cost efficiencies. The position is not anticipated to be a training position as this still remains within the sub-committees. The Development Advisor position is an optional attendee to sub-committee meetings and can be invited into the meetings as a 'guest' under the Terms of Reference. As this is a new position, the management committee will work with the appointed person to refine its Scope. The first duties of the appointed person would be to develop a role description with the management committee for adoption by the management committee. Once the role description is finalised, the management committee will notify SQ of this position and its role. As the AGM nomination date has expired and this position was not advertised, nominations will be taken from the floor.

Action: The proposed structure be tabled at the management committee meeting for consideration.

- 1.4. SNQ By-laws – the by-laws have been reformatted and require a major update as they have not been reviewed for a number of years. Amendments discussed: no Achievers Squad – delete; Uniforms – suggestion of providing alternatives to white pants but must meet SQ and SNQ approval, SNQ coaches to have option for a polo style shirt; wording – changes from 'are' to 'may'; record section to be updated with old records to be archive as from 30 June 2017, management committee executives.

Action: By-laws to be updated and tabled at the management committee meeting for consideration.

- 1.5. Terms of Reference (Sub-committees) – Under the constitution, sub-committees can be formed and the management committee determines the functions of the sub-committees. Sub-committee Section has been updated in the by-laws with the terms of Reference detailing the specific functions for each sub-committee. At the moment, the Technical and Athlete & Coach Development Sub-committee Terms of References have been drafted. Feedback was to change the meeting frequency to at least 4 meetings per year and Item 5.2 add 'where possible'. There was a suggestion to include proxies but this was not favourable.

Action: The Technical Terms of Reference and Athlete & Coach Terms of Reference be tabled at the management committee meeting for consideration.

2. 2017/18 Financial Plan

- 2.1. Funding: SQ Club & Coach Development Officer – at the last AGM it was brought the members attention that the funding for the SQ Coach & Club Development

Officer cannot be continual funding directly from SNQs current revenue source. The members were invited to submit funding options to SNQ for consideration at next AGM. One proposal has been submitted which details a Development Fee of \$0.50 per swimmer per event at all SNQ swim meets. This should pay for approximately 75% of the cost with SNQ covering the remaining cost. The Development Fee would be added on to the Nomination Fee by clubs and the fee collected from clubs after the meet. This funding option appeared feasible. Concerned was raised about the increasing costs and acknowledged that SNQ needs to seek other funding alternatives rather than its general fees & charges which will not be an easy solution. It was felt that development funding was important and to keep the funding for the SQ Coach & Club Development officer but also to fund SNQ development activities. Clubs need to use this SQ position to their full advantage. Brant Best, SQ Club & Coach Development Officer, be invited to the AGM.

Action: That the Development Fee proposal to fund the SQ Coach & Club Development Officer be tabled at the management committee meeting for consideration.

- 2.2. Fees and Charges – the 2016/17 Fees & charges were tabled for reference in considering the 2107/18 Fees & Charges. It was agreed that we can maintain the current fees & charges with the exception of the following changes: add Development Fee \$0.50 per swimmer per event for all SNQ swim meets, add NQ Short Course Nomination Fee \$5.00, remove the Jnr Swim Meet Fee, for the SAT Hiring Fee add a Non-Affiliated Entity Fee of \$200 per meet.

Action: That the proposed 2017/18 Fees and Charges be tabled at the management committee meeting for consideration.

- 2.3. Budget allocations – 2016/17 SNQ budget was basically cost neutral (income equalled expenditure). Development activity costs were down which assisted this. Basically, SNQ does not make any profit so costs efficiencies need to be considered through the annual activities. Pool hire costs for NQ Champs is significant and alternative expenditure recoup (eg Grants) needs to be considered. Where development activities can co-exist then this should be considered to share/reduce costs. NQ Short Course is basically cost neutral so other income is through Club Affiliation Fees and Swimmer Registration Fees. Major expenses include SQ Coach & Club Development Officer (~\$3,000 considering the Development Fee), Development Activities ~\$10,000 (proposed), Regional Teams/Relays ~\$2,000, TO Mentor Program ~\$500. There are also expenses throughout the year associated with the administration of SNQ.

Action: That a proposed budget of \$10,000 be allocated towards development activities on the proviso that (1) a proposed development plan for all development activities be submitted

for consideration by the management committee, (2) that where cost saving and efficiencies be available then these be introduced (3) that alternative funding options be sourced and this could include grant submissions.

Action: That the proposed budget allocations be tabled at the management committee meeting for consideration.

3. 2017/18 Meet & Development Activities / Program

- 3.1. Athlete & Coach Development Plan – this plan was tabled for feedback. In general, the plan received favourable response especially having a proposed plan for consideration prior to the season. Items that require further information include the coaches fee and the meal allowance as coach's expenses are not covered in any SNQ Policies, By-laws etc and need to establish criteria for the team trip concept.

Action: That the coaches fee and meal allowance criteria and the team trip criteria be developed by the Athlete & Club Development Sub-committee for consideration at a management committee meeting.

Action: That the proposed Athlete & Coach Development Plan be tabled at the management committee meeting for consideration.

- 3.2. Technical Officials Development Plan – this plan was tabled for feedback. In general, the plan received favourable response especially having a proposed plan for consideration prior to the season.

Action: That the proposed Technical Officials Development Plan be tabled at the management committee meeting for consideration.

- 3.3. Club Development Plan – this plan was tabled for feedback. In general, the plan received favourable response especially having a proposed plan for consideration prior to the season.

Action: That the proposed Club Development Plan be tabled at the management committee meeting for consideration.

- 3.4. Swim Meet Calendar – (1) meet applications have been sent back from clubs and a proposed meet calendar tabled. There is clash of dates between NQ Short Course and Brothers Short Course being on the same weekend. Moving Brothers Short Course earlier will place it in school holiday period. From last year's nominations, majority of swimmers attending NQ Short Course were from the southern clubs and the majority of swimmers attending Brothers Short Course were from the northern clubs. There is likely to be minimal impact in nomination numbers should the meets be run on the same weekend. AJ advised that there would be no issues in supplying technical officials to both these meets.

(2) Feedback from club member requested for GBR not to be on the same weekend as Qld Open Water Championships. However, this is an unavoidable clash as the GBR meet is in the prime time for swimmers leading into state pool events. There will be no change to this scheduling.

(3) SQ Competition Policy has been updated which means SNQ swim meets need to align to this policy. Meet names will change to Preparation Meets, Transitional Meets and Development Meets based on the criteria for these meets. Special note that Preparation Meets are no allowed rule tolerance, qualifying times are optional, Transitional Meets can have qualifying times and the “A” & “B” concept is still acceptable. Clubs will also need to change their flyers (swim events and rules) to reflect this change as well as clubs changing what events can be swum in the age groups. Club flyers will need to be reviewed before distribution by SNQ. It is recommended that NQ Championships should start at 9yo but will include 8yo in the 50m events only.

(4) Online Meet Applications – SQ have introduced an online application process commencing this upcoming season. Therefore all swim meets need to be entered online. It is recommended that SNQ continue with the same process with clubs by requesting the paperwork for swim applications, SNQ develop a calendar for adoption and the swim meets are entered online by the region only and not the clubs.

Action: That the proposed Swim Meet Calendar be tabled at the management committee meeting for consideration.

Action: That the SQ Competition Policy be tabled at the management committee meeting for consideration.

Action: That the management committee consider the online application process be undertaken by the Region.

3.5. SNQ Records Review – a requirement to review the SNQ Records that can be contested is due to the changes to age groups contesting at state and national championships. It is suggested that SNQ align their swim events that can be swum for the age groups to the records that can be contested. A list of current SNQ Records was tabled with suggested records to be archived. It was suggested that (1) keep the 11yo - 800/1500 Freestyle (2) remove 10yo – 200m Backstroke, 200m Breaststroke, 200m Butterfly and 200m Freestyle (3) remove 9yo – 200m Freestyle (4) 8yo – remove 100m Freestyle, 100m Breaststroke, 100m Butterfly, 100m Backstroke, 200m Individual Medley – only 50m events available to 8yo. In summary, 8yo – all records archived except the 50m events, 9yo – all records except the 50m, 100m and 200IM events, 10yo – all records except the 50m, 100m and 200IM events. These records will be archived as from 30 June 2017 and these swim events will not be able to be contested at swim meets. The club flyers will need to be adjusted accordingly.

Action: That the proposed changes to the SNQ Records be tabled at the management committee meeting for consideration.

4. Next Meeting: within 2 months from the AGM

5. Meeting Closed: 3:20pm