

EXECUTIVE PLANNING DAY

Saturday 9th May 2020
10.00am

SESSION 1
Via ZOOM

MINUTES

Attendees: Theresa Manning, Alan Johnston, Judy Hicks, Helen Cushing, Cameron Keith, Tina Roberts, Jack Hendy, Bayley Sleeman.

Apologies: Ken Crittenden, Louise Baker

Meeting Open: 10.07am

1. SNQ Governance

1.1. SNQ Regional Strategy 2017-2020 – Review the Regional Strategy to ensure we are on track

Action: Update to reflect current period (2020-2023) No additional changes, Regional Strategy will be reviewed in 12 months

1.2. SNQ Constitution

Action: No Changes.

1.3. SNQ By-laws

1.3.1 Item 14 - Travel Policy - Theresa Manning suggested that the policy be removed from the By-laws and added to the policy list as the document is a constant fluid document changing seasonally.

Action: Theresa Manning moved the document be added to the policy list, seconded Helen Cushing.

1.3.2 Records - The 200Fr for 10yrs needs to be brought into line with Competition of Events program

Action: Theresa Manning moved the Competition of Events Program be updated, seconded Tina Roberts

1.3.3 List of Policies - SNQ now has a number of policies relating to all aspects of swimming. To ensure all policies are accounted for during any given season the SNQ President suggested that the list of policies be added to the By-laws with the last amended date and any forms that relate to each policy.

Action: Theresa Manning moved the list be added to the By-laws with last amended date and relevant forms, seconded Alan Johnston

1.3.4 - Item 9 - Warm Up Sessions - To elaborate on this item it was suggested that 9.3 be added with wording “Refer to Warm Up Procedures Policy”.

Action: Alan Johnston moved 9.3 be added to Item 9 of the By-Laws, seconded Tina Roberts

1.4 - SNQ List of Policies

1.4.1 List for review

POLICY / DOCUMENT	UPDATE IF APPLICABLE	OUTCOME
Backstroke Ledges		<i>No Change</i>
Competition Event Programs - Preparation & Transition		<i>No Change</i>
Criteria for Approval of Swim Meet Applications		<i>No Change</i>
Distance Schedule	Helen Cushing noted that Mackay/Ayr and vice versa is currently not on the current schedule. Alan Johnston moved to add appropriate distance, seconded Helen Cushing	<i>Schedule to be updated</i>
Last Chance Meet - Conditions of Entry	Typo (Events)	<i>Typo to be addressed</i>
Para Athletes Classification Cards		<i>No Change</i>

Self Marshalling	Remove vest & add lanyard. Helen Cushing to also do up a draft diagram template for Self Marshalling	<i>Word vest removed and Lanyard added. Diagram template to be done</i>
SNQ Captains - Criteria, Role Descriptions & Duties	Bayley Sleeman and Jack Hendy both agree Instagram is the social media platform swimmers use these days	<i>Instagram setup to be compiled by SNQ Captains to present to SNQ Management for approval</i>
Swim Meet Administration Procedure (Meet Application to Results)		<i>No Change</i>
Swim Meet Conditions of Entry	Add wording to Admission section to accommodate gate/online payment	<i>Update wording to Admission section</i>
Tape on Body		<i>No Change</i>
Time Trials		<i>No Change</i>
Warm Up Procedures	Currently reflects 8 & 10 lane pools. All other pools common sense applies	<i>No Change</i>

Action: Apply all addressed changes as per above table

1.4.2 List for Re-categorisation

Theresa Manning suggested that the current Swim Meet Officials & Equipment for Qualifying Meets Policy be split into 2 policies so that Travel is on its own and request for officials, equipment and medals is on its own.

Action: Alan Johnston moved to separate into 2 policies - Travel & Accommodation & Officials, Equipment & Medals, seconded Helen Cushing

1.4.3 List for Adoption

- Accommodation & Travel - Management, Sub Committees & Office Positions.
 - Theresa Manning suggested that it would be appropriate to increase the km surcharge from 25c to 30c.

Action: Alan Johnston moved to increase the km surcharge from 25c to 30c and adopt form, seconded Theresa Manning

- List of Position Holders - Theresa Manning noted that this document is a fluid document that is updated with all positions annually after every AGM.

Action: Theresa Manning moved to adopt current List of Position Holders, seconded Helen Cushing

- Life Membership - Theresa Manning noted that this document has been used in the region for quite some time and came from SQ.

Action: Theresa Manning moved to adopt the Life Membership document, seconded Tina Roberts

1.4.4 Forms relating to Policies

FORM	UPDATE IF APPLICABLE	OUTCOME
Office, Equipment & Medals	Due to new self marshalling rules remove marshalls, add Chief Timekeeper	Amendment to form to be done by Alan Johnston and updated word doc sent through to SNQ President
Reimbursement Request Form	Theresa Manning suggested this form remain but in the first instance the clubs paid the technical officials as it was a club fee not SNQ fee and if this did not happen within a 2 week period SNQ followed up on technical officials behalf. Helen Cushing agreed payment should come from the clubs.	Alan Johnston suggested this be discussed at next Management meeting
Swim Meet Approval Request Form	Multi Class section - reword so that clubs understand Multi Class is now being included other events	rewording around this is required
Technical Official Payment Advice Form		No Change

Upgrade Medal Form	club email address needs to be added to form	amend to add club email
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Action: Theresa Manning moved to ensure going forward any adoptions to policies and forms should have the update noted as version..... , seconded Helen Cushing

2. Financial Plan

2.1. Review Previous Season Budget:

2.2. Budget Allocations 2020/2021

- Development \$10,000 approved Management Meeting 07/01/2020 - Theresa Manning advised the increase was to accommodate a Medley Clinic to Development to be held in the north and south of the region.
- Technical \$1,000 - Alan Johnston advised that training is offered to clubs each season and emails are sent to clubs requesting club night dates to attend if able
- Training - Judy Hicks advised that a EOI bulk email will go out to clubs interested in training or face to face if preferred.

2.3. Fees and Charges :

- Travel Allowance - as previously discussed with Accommodation & Travel policy the current 25c per km is to be increased to 30c per km
- Membership fees - Theresa Manning moved to apply no increase for 2020/2021, seconded Tina Roberts
- Affiliation fees - Alan Johnston moved to apply no increase for 2020/2021, seconded Tina Roberts
- Development Surcharge - Theresa Manning moved to apply no increase for 2020/2021, seconded Tina Roberts
- Upgrade Medal fee - Theresa Manning moved to apply no increase for 2020/2021, seconded Helen Cushing
- Timing Equipment fee - Theresa Manning moved to apply no increase for 2020/2021, seconded Tina Roberts

Action: That there would be no increases for 2020/2021 Fees and Charges

2.4 Grants :

- Tina Roberts advised that she had been speaking with Sue Courtney who is across grant procedures.

- Judy Hicks advised that she had also spoken to Sue and looked into grants and there are no grants available for Travel.
- Theresa Manning to organise a ZOOM meeting with Sue to discuss what grants are available for the region.

3. 2020/2021 Meet & Development Activities / Program

3.1. Athlete & Coach Development Plan - As previously discussed

4. NQ Championships

4.1 Entry Fees - Individual & Relay

- Theresa Manning moved to apply no increase to the 2020/2021 fees, seconded Alan Johnston

4.2 Late Entries

- Alan Johnston moved to change the current wording that reads “closing at the announcement of Close of Warm Up each day” to read ‘Late Entries will be accepted, providing there is lane space and will close 30 MINUTES BEFORE START OF SESSION 1.’ seconded, Helen Cushing

Action: That the above changes be applied.

4. Next Meeting: TBA

5. Meeting Closed: 12.25pm