

# EXECUTIVE PLANNING DAY

Sunday 6<sup>th</sup> May 2018  
10:30am

Sports House  
Townsville

## MINUTES

**Attendees:** Theresa Manning, Alan Johnston, Karen Donnell, Linda Hiller, Marina Marson.

**Apologies:** Melissa Wilson, Helen Cushing, Michelle Andrejic, Kim McConnachie, Mick McConnachie, Trevor Williams, Mark Erickson, Judy Hicks, Zac Chrzanowski

**Meeting Opened:** 10.40am

### 1. SNQ Governance

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

*Action: Regional Strategy is currently on target and will be reviewed in 12 months*

**1.2 TOR Sub-Committee Positions** – A review of the SNQ A & C Development TOR was carried out with some changes added to the existing TOR. It was also noted in this review under section 5.1.5 that it is the A & C Development Sub Committee's role for selection of Regional Teams. This has previously not been done by the Development Sub Committee, but this policy will be followed from this point on. The role of Team Manager for any Regional Team activities will also be assigned to the A & C Development Officer if they are available.

SNQ Race Secretary TOR is still being completed by Theresa Manning and will be tabled at the next meeting for approval.

*Action: Linda Hiller to update TOR A & C Development Sub Committee as per meeting. Theresa Manning to finalise TOR Race Secretary and is to advise Judy Hicks of the Regional Team Selection falling under the TOR A & C Development duties.*

**1.3 Observers for Roles** – The possibility of introducing observers to the roles of Race Secretary and Mar Com Officer was discussed to allow training of other members who have an interest in these roles. It was decided that we call for assistants (as is the case with the Development Officers role) to these roles to allow for better communication and learning possibilities within the positions. Nominations will be called from the floor at the AGM.

*Action: Nominations will be called from the floor for the position of Assistant to the Race Secretary and Mar Com Officer.*

## **2. 2017/18 Financial Plan**

**2.1 Budget Review 2017/2018** –Marina tabled a report on the budget for Development and Training activities for the season and all activities came in under budget.

### **2.2 Budget Allocations**

- Development – Budget to remain same as previous season
- Technical – Budget to remain same as previous season
- Training – Budget to remain same as previous season
- Level 3 Camp (Toowoomba) Moved to other business

**2.3 Fees and Charges** – Fees and Charges to remain the same as last season, and we are currently waiting on SAL and SQ to advise their fees. It was decided the \$20.00 club fee towards Tech Officials expenses for NQ Champs would not be charged for the 2018/2019 season. The fee schedule as attached has been accepted.

*Action: Marina Marson to complete budget spreadsheets for 2018/2019 and to speak with Sue Lunn to see if Get Going Grant can be used for Coach Travel to attend the Level 3 camp.*

## **3. 2017/2018 Meet & Development Activities**

**3.1 Athlete & Coach Development** – No report received from A & C Development Sub-Committee

**3.2 Technical Officials** – Training & dev needs. It was decided training be offered on a club to club basis this year as trying to offer bulk training last season was not successful.

**3.3 Club Development/Training** – Again it was decided that training be offered on a club to club basis if required.

**3.4 Swim Meet Calendar** – All meet applications have been received and the 2018/2019 calendar has been compiled and presented to the meeting. Some changes have been made to the calendar and not all clubs have received their chosen dates. To allow the calendar to not be so congested a decision was made that moving forward into 2019/2020 each club will only be permitted to hold one meet in the season unless it is of a different course. A swim meet policy will be compiled and be ready to send out with the swim meet applications next season.

*Action: Swim meet policy to be compiled for the start of next season and all clubs to be aware that only one meet per season will be permitted unless it is of a different course.*

**3.4.1 Swim Meet Entries** - A discussion regarding meet entries was also raised and a decision was made that all Preparation and Transition meets must be online entries for the coming season. If clubs do not have a website through SAL the link for entries can be added to the SNQ website.

*Action: All clubs and SNQ Race Secretary to be made aware that all Preparation and Transition Meets must be online entries for this season.*

**3.5 SNQ Records review** – Unavailable for the meeting

**3.6 Level 3 Camp** – Level 3 camp will be held in Toowoomba this year and will be limited to 20 athletes. To be selected athletes must be an active level 3 member and be 14 yrs or over. Applications and information will be forwarded soon. At this stage swimmers will be required to pay \$300.00 (non-refundable) depending on flight and coach costings. The Development Coaches will be participating in the camp with travel expenses covered by SNQ. There is an opportunity for other coaches in the region to attend the camp for the full 4

days at a fee of \$250 which includes accommodation and food. This fee and travel will be the responsibility of the Coach/Club.

*Action: Information to be forwarded to swimmers and coaches as soon as it is available.*

**3.7 SNQ Short Course Meet** – To be held at Cannonvale again this year.

**3.8 SNQ Championships** – If the new pool complex in Mackay is completed and operating as predicted early next year we will look at the possibility of holding NQ Champs in Mackay.

**3.9 SNQ Competition Events Program** – Judy Hicks requested SNQ consider re-instating the 200m Freestyle for 10 years. This was discussed, and a decision was made to re-instate the 200m freestyle for 10 year and add this to the Competition Event program.

*Action: Linda Hiller to advise Judy Hicks of this decision so as Judy can update the Comp Event Program and SNQ records.*

**3.10 Development Advisor** – This position was due for review and it was discussed and decided this role was unnecessary for the Region and therefore will not be added to the Appointment of Office Bearers at the AGM.

#### **4. Other Business**

**4.1. Suggestions from Judy Hicks** – Judy's suggestions have been addressed as per the above details.

**4.2. Facebook** – A decision was made that unless an urgent notice, the Mar Coms Officer will wait 24hrs before posting information received from the SNQ Secretary to Facebook.

*Action: Linda Hiller to advise Mar Com Officer of this decision*

**NEXT MEETING: SEPTEMBER 2018 – date to be advised**

**MEETING CLOSED: 2.30PM**