

# EXECUTIVE PLANNING DAY

Sunday 24th September 2017

9:00am

Sports House  
Townsville

## MINUTES

**Attendees:** Theresa Manning, Alan Johnston, Judy Hicks, Linda Hiller, Marina Marson.

**Apologies:** Melissa Wilson, Helen Cushing, Karen Donnell

**Meeting Opened:** 9.10am

### 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 SNQ By-laws** – Review of by-Laws Section 3.1.5 development Advisor Position and 4.4.1 Uniforms. These items have been previously discussed and voted on at a previous meeting and just require updating.

*Action: By laws Section 3.1.5 Development advisor position to stay in by-laws as it will be reviewed next year. Section 4.4.1 Uniforms needs to be updated to black bottoms for all officials. Lindy to update.*

### 2. 2017/18 Financial Plan

**2.1 Budget allocations** – Review of budget. Marina tabled a report on the budget for Development and Training activities so far this season and we are running slightly under budget at this stage.

*Action: No action required.*

### 3. Other Business

**3.1 Meet Flyers Conditions of Entry** – Judy Hicks suggested a need for all meet flyers to be consistent within the region and has tabled a Meet Entry Conditions Report for approval. All present agreed that this would be beneficial if all flyers were consistent with their conditions of entry.

*Action: Management will read and review the report tabled by Judy and discuss at next meeting.*

**3.1.1** A discussion was also held regarding meets that currently have qualifying times attached to their meets, and those that do not allow a NT entry, but then allow a late entry on

the day or allow a custom time to be used. These rules contradict each other and are not consistent.

*Action: This has been handed over to the Technical Sub Committee for further discussion and investigation into the rulings and they will then report back to the Management Committee.*

**3.2 Online NT entries** – Currently when using online entry system any child entered with a NT (even though they may have a time from a club night) is not able to receive an award. It was discussed that this is unfair on those children that indeed have a time from a club night but it just cannot be entered. A decision has been made to allow entries with a NT to be eligible for B grade placings or an upgrade medal.

*Action: Judy Hicks will investigate and implement the changes required to set up meets so as those entered with a NT can be eligible for b grade awards or upgrade medals.*

**3.3 Event entry fee changes in ClubLANE** – Judy Hicks enquired about the changes to the way ClubLane are now charging for online entries and felt that SA was now receiving the money twice. We did not have a copy of the email stipulating the new changes so was hard to discuss fully. Upon further reading of the email, it is discovered that the actual fees have not changed from previous seasons, it is purely the way they are being charged. The new changes are still charging a 4% fee however this season the swimmer is only paying the 1.5% Credit Card processing fee and the clubs are being charged the 2.5% system fee. In previous years the swimmer was charged the full 4% on their initial transaction.

*Action: No further action required*

**3.4 Job Descriptions for Office Position** – Judy Hicks has requested Management to do up Position Descriptions for all positions to clarify who is required to do what within the roles. A Terms of Reference has already been completed for the positions of Athlete and Coach Sub Committee and Technical Sub Committee. It was agreed that a Terms of Reference for all other positions (Race Secretary, Registrar, and Media Manager) should be compiled. Judy Hicks advised the new online application process should be added to the Race Secretary Position.

*Action: Management Committee will obtain templates from SQ for reference while conducting these Terms of Reference for the above roles.*

**3.5 Transition Meets are held before Preparation Meets** – Gardens Swim Club put forward the following suggestion: Transition meets are held before preparation meets, particularly in the short course season so that swimmers have an opportunity to get qualifying times at a smaller meet before they swim at the preparation meet.

*Action: This was discussed and will be taken into consideration when next seasons calendar is being compiled.*

**3.6 Development Activities** – Gardens Swim Club put forward the following suggestion: More development that is relevant to swimmer levels now, rather than the level they were at last year. For the money swimmers are paying with the event price increase for development

a lot of swimmers will not be able to attend due to age or not attend due to being too advanced for the session allocated to them.

*Action: SNQ follows SA and SQ criteria regarding Development levels and activities which is always based on prior seasons achievements. Given that most development activities are conducted very early in the season, there is no way to gauge if the ability or level of the swimmer has changed. Therefore at this stage it is not possible to make any changes to the way the development levels are set.*

**3.7 Level 3 Development Trip 2018** - A brief discussion was held regarding the level 3 trip in 2018 and before this can be discussed and organised any further the Coaching Panel is required to write up a selection criteria. This has been discussed with the Coaches previously but has still not being completed. This is now in urgent need of being completed so that there is ample time for organising the trip.

*Action: Theresa Manning will speak with Mark Erickson to advise the Coaching Panel this is now an urgent matter.*

**3.8 Email Accounts** – A suggestion was made that it would be beneficial for all positions within the SNQ Committee to have their own email account through Gmail as apart from the Secretary all other positions are using their own personal email accounts. This creates a problem when positions change hands and a lot of information is lost in this process. These emails will have links located on the website for ease of contacting by members.

*Action: Theresa will set up email accounts for all positions.*

**3.9 A Grade Times** – Judy Hicks has suggested that it is time SNQ consider upgrading the A Grade times as this has been some years since they have been looked at. The current list also needs to reflect the new time standards introduced this season. Judy has offered to compile a new A Grade Time Standard.

*Action: Judy Hicks will update the current A Grade Time Standards and forward to Management for review and approval.*

***NEXT MEETING: APRIL 2018 (date to be advised)***

***MEETING CLOSED: MIDDAY***