SWIMMING NORTH QUEENSLAND INC

IA28990

P.O. Box 1549
AITKENVALE 4814
www.nqswimming.com.au
ABN 55 973 063 246

EXECUTIVE PLANNING DAY

Saturday 20th February 2021
09.00am

SESSION 1
Sports House - Townsville
& Via ZOOM

MINUTES

Attendees:

SNQ Management Committee - Theresa Manning, Louise Baker, Melissa Wilson, Alan Johnston

Judy Hicks(SNQ Development Officer), Tina Roberts (SNQ TSC Rep) Helen Cushing (SNQ Marcoms Officer), Bayley Sleeman(SNQ Captain).

Apologies: Adam Smit (SNQ Captain)

Meeting Open: 9.06am

1. SNQ Governance

1.1. SNQ Regional Strategy 2020-2023 – Review the Regional Strategy to ensure we are on track

Action: *No additional changes, Regional Strategy will be reviewed in 12 months*

1.2. SNQ Constitution

Action: No Changes.

1.3. SNQ By-laws

New Sub-Clause 11.2.1 - Rotation of NQ Championships location - The venue for North Queensland Regional Championships where practical, will be decided by management.

Action: Theresa Manning moved the new clause for Rotation of NQ championships location be added, seconded Alan Johnston

1.4 - SNQ List of Policies

1.4.1 List for review

POLICY / DOCUMENT	UPDATE IF APPLICABLE	OUTCOME
Accommodation & Travel - Management, Sub Committees & Office Positions 2020		*No Change*
Accommodation & Travel - Technical Officials	Remove - In the first instance SNQ will pay the Technical Officials for meets by direct banking payment on behalf of the Club	*Wording to be updated*
Backstroke Ledges	Item d) Host club to provide sufficient trained personnel to install and removed the ledges Item f) Only swimmers twelve (12) years and over are to use these ledges	*wording changes to Item d) & f) to be updated*
Competition Event Programs - Preparation & Transition	**Remove wording -** Ideally, the total duration of a one day meet should not exceed 3 hours for swimmers aged 9 to 12 years, and 4 hours for swimmers aged 13 & over (i.e.7 hours total).	*Remove from policy as noted*
Criteria for Approval of Swim Meet Applications	Point 9. Meet Calendar - **Remove the wording -** type of meet & preassigned meet dates will be marked and all clubs are eligible to apply.	*Wording to be updated*
Current Position Holders list	Annually updated after each AGM	*No change to 2020/2021 list*
Distance Schedule	Melissa Wilson noted that Distances from Charters Towers/Richmond, Charters Towers/Herbert River,	*Schedule to be updated*

P.O. Box 1549
AITKENVALE 4814
www.nqswimming.com.au
ABN 55 973 063 246

	Charters Towers/Mackay and vice versa is currently not on the current schedule.	
Last Chance Meet - Conditions of Entry		*No Change*
Officials, Equipment & Medals for Swim Meets	Payment to Technical Officials - **Remove wording** In the first instance SNQ……...and replace with SNQ Host Club **Remove wording** when the technical chair receives the "Technical Officials Payment Advice Summary"…….. and replace with SNQ Chief Referee	*Wording to be updated*
Para Athletes Classification Cards		*No Change*
Self Marshalling		*Under review*
SNQ Captains - Criteria, Role Descriptions & Duties	Selection Criteria - **Remove** Level 3 wording Reduce age to 15 yrs Duties - **Add -** Must be available to fulfill all SNQ Captain duties where practical	*Wording to be updated*

Swim Meet Administration Procedure (Meet Application to Results)	This form needs to reflect the wording on "Swim Meet Criteria Form"	*Proofread wording and make changes if needed*
Swim Meet Conditions of Entry	This form needs to reflect the wording on "Meet Conditions of Entry"	*Proofread wording and make changes if needed*
Time Trials	- More comms required between Ref/Recorders - Add tick box that comms have taken place - Add tick box on form for recorder to check off that swimmer has swam prior to Time Trial request	*Add tick box for comms* *Add tick box for pre-check swimmer has swam prior to request*
Tape on Body		*No Change*
Warm Up Procedures	Currently reflects 8 & 10 lane pools. Add 6 lane procedure	*Add 6 lane procedure*

Action: Apply all addressed changes as per above table

*** Note - COMPETITION EVENT PROGRAM - Matrix for 9yrs 100 BK, BR, FL to be reviewed after the appropriate data has been collated over a 12 month period. To be reviewed by management after that timeframe.***
*** Note - AMENDED FLYERS- SNQ Chief Referee requested that if any flyers are amended that the SNQ Race secretary send a copy of the amended flyer to the SNQ Chief Referee ***

1.4.2 List for Re-categorisation

Theresa Manning suggested that the current Officials, Equipment & Medals for Swim Meets Form have the upgrade medals component removed from the form as a stand alone form for the SNQ Treasurer to take carriage of.

Action: Theresa Manning moved to remove the upgrade medal component from the Officials, Equipment & Medals for Swim Meets Form and rename the form "Officials & Meet Equipment Form", seconded Helen Cushing

P.O. Box 1549
AITKENVALE 4814
www.nqswimming.com.au
ABN 55 973 063 246

Action: Theresa Manning moved that a new form now be made and titled "Upgrade Medals Delivery Sheet", seconded Louise Baker

1.4.3 List for Adoption

- Field of Play Policy

  Action: Alan Johnston moved to accept the new Field of Play Policy, seconded Helen Cushing

- Covid-19 Technical Official Policy

  Action: Alan Johnston moved to adopt the new Covid-19 Technical Official Policy, seconded Helen Cushing

- Field of Play Form

  Action: Alan Johnston moved to accept the new Field of Play Form, seconded Helen Cushing

1.4.4 Forms relating to Policies

FORM	UPDATE IF APPLICABLE	OUTCOME
Officials & Equipment	-Remove upgrade component - Add notation on form to include - if practical clubs can outsource accommodation for officials	Make updated adjustments
Reimbursement Request Form		No Change
Swim Meet Approval Request Form		No Change
Technical Official Payment Advice Form		No Change
Upgrade Medal Form	Email address to be added to template form	Update template form

Action: Theresa Manning moved to apply all addressed changes as per above table, seconded Helen Cushing

1.4.5 Late Entries - Clarification on wording

- Late entries are accepted up to thirty (30) minutes prior to the start of competition. For 2 or 3 day meets is this on each day or only at the start of day 1?

  Alan Johnston advised for clarification the thirty (30) minute rule applies to prior to the start of competition on each day of the meet

2. Financial Plan

2.1. Review Previous Season Budget:

No budget was received on handover at 2021 AGM so there was no previous season budget to present

2.2. Budget Allocations 2021/2022

- Development $12,000 approved Management Meeting 02/02/2020 - Theresa Manning advised the budget would include a Distance Clinic to be held in the north and south of the region.
- Technical $1,000 - Alan Johnston advised that training would be part of the budget to assist in the growth of officials in the region. Theresa Manning requested a basic spreadsheet of the proposed expenses for the SNQ Treasurers records.
- Club Administration - Theresa Manning informed the meeting that she had had discussions with Judy Hicks to start ZOOM meetings this season so that club committee members could have the opportunity to attend a training course without leaving home. SNQ would cover the role/description of each club committee member, SwimCentral, understanding SNQ Policies as a starting point.

2.3. Fees and Charges :

- Travel Allowance - no change
- Membership fees - Theresa Manning moved to apply no increase for 2021/2022, seconded Judy Hicks
- Affiliation fees - Theresa Manning moved to apply no increase for 2021/2022, seconded Judy Hicks
- Development Surcharge - Theresa Manning moved to apply no increase for 2021/2022, seconded Judy Hicks
- Upgrade Medal fee - Theresa Manning moved to apply no increase for 2021/2022, seconded Judy Hicks

P.O. Box 1549
AITKENVALE 4814
www.nqswimming.com.au
ABN 55 973 063 246

- Timing Equipment fee - Theresa Manning moved to apply no increase for 2021/2022, seconded Judy Hicks

Action: That there would be no increases for 2021/2022 Fees and Charges

2.4 Grants :

- No active grants officer at this present time

3. 2021/2022 Development

3.1 Athlete & Coach Development - Development Plan approved by SNQ Management 02/02/2021.

- Clinics being worked on for coming season
- Development names being renamed dependent on criteria

3.2 Technical Committee Recruitment

- Technical Sub-Committee working on recruitment process and training of club officials

4. NQ Championships 2022

4.1 Entry Fees - Individual & Relay

- Theresa Manning moved to apply no increase to the 2021 Championships. The fees for 2022 to be reviewed by SNQ Management after the conclusion of the 2021 Championships

4.2 QT's on all events

- Alan Johnston moved to apply qualifying times to all events at NQ Championships. After discussions amongst the members in attendance at the EPD, Theresa Manning moved to add the 200IM event to the list of events that have qualifying times for the 2022 NQ Championships seconded, Louise Baker

Action: That the above changes be applied.

5. Miscellaneous

5.1 Long Tan - Pool Lease

- A request from the Gardens Club to approach Townsville City Council in the clarification of the Lease Agreement. SNQ Management advised Gardens that as much as it is a difficult/unsettling time at the moment for the club, the lease is between 2 parties (Pool owner & Lessee) SNQ can not step in.

5. Next Meeting: TBA

6. **Meeting Closed:** 11.48am