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# EXECUTIVE PLANNING DAY

**Saturday 20th February 2023**  
**09.00am**

SESSION 1  
Sports House - Townsville  
& Via ZOOM

## MINUTES

### Attendees:

SNQ Management Committee - Theresa Manning, Louise Baker, Melissa Wilson, Helen Cushing  
SNQ Sub-Committees - Judy Hicks(SNQ Race Secretary), Tina Roberts ( SNQ TSC)

**Apologies:** Pat Wright (SNQ Development), Chris Hanson (SNQ Development), Alan Johnston (SNQ TSC)

**Meeting Open:** 9.25am

### Previous Minutes

Minutes of the previous meeting were tabled

**Motion** “that the minutes be accepted”

Moved Theresa Manning

Seconded: Tina Roberts

## 1. SNQ Governance

- 1.1. SNQ Regional Strategy 2020-2023 – Regional Strategy reviewed with the following items to be amended and updated
- Goal 2.2 - amend to read “coaches have access to quality development/mentoring to provide coaching for different level of swimmers”
  - Update term of Regional Strategy to now be 2023 - 2026

Action: *Theresa Manning moved to Amend Goal 2.2 and update Regional Strategy term as above, Seconded Tina Roberts*

## 1.2. SNQ Constitution

*Action: No Changes.*

## 1.3. SNQ By-laws

- Clause 12.10 - Reword to read -  
North Queensland Relay Records (long course only) are achieved by a North Queensland Affiliated Club at any approved long course meet held anywhere  
*Moved: Theresa Manning, seconded Tina Roberts*

*Action: Reword as noted above*

- Clause 4.5.1- SNQ Technical Uniform - reword to read -  
Maybe allocated to technical officials who have officiated for SNQ for a minimum period of 12 months. The uniform is to comprise of a royal blue and white polo shirt with the option of short or long sleeves. SNQ Technical Officials are to supply, at their own cost, black only trousers, shorts or skirts, black enclosed footwear and an appropriate hat;

*Action: Reword as noted above*

*Moved: Theresa Manning, seconded Tina Roberts*

- Clause 4.5.7 - Management and Captains Shirts - Reword to read -  
SNQ Management (and SNQ Captains shirt when applicable ) may be allocated to management members. The uniform is to be silver/grey colour with white, this also applies to SNQ when applicable.

*Action: Reword as noted above*

*Moved: Theresa Manning, seconded Helen Cushing*

- Clause 4.5.8 - Delete
- Clause 7.2 - Swimmers 7 years & Under - Reword to read -  
Awards maybe given at the host clubs discretion and may include placings
- Clause 7.2.1 and Clause 7.2.2 - Delete
- Clause 7.3 - SNQ Strongly recommends that clubs refrain from applying any club surcharges pertaining to meets for this age group

*Action: Reword, Delete and add Clause as noted above*

*Moved: Theresa Manning, seconded Judy Hicks*

| POLICY / DOCUMENT  | UPDATE IF APPLICABLE   | OUTCOME                            |
|--|--|------------------------------------|
| Accommodation & Travel - Management, Sub Committees & Office Positions |  | <i>No action required</i>          |
| Accommodation & Travel Technical Officials                             | Update to include:<br>Increase km rate from 30c to 40c per km<br>Increase accommodation rate from \$120 to \$135 per night   | <i>Update Policy</i>               |
| Backstroke Ledges  |  | <i>No action required</i>          |
| Competition Event Programs - Preparation & Transition                  |  | <i>No action required</i>          |
| Criteria for Approval of Swim Meet Applications                        | Application form on-line   | <i>No action required</i>          |
| Current Position Holders list  | Annually updated after each AGM  | <i>No change to 2022/2023 list</i> |
| Distance Schedule  | Update to include:<br>Townsville to Mirani 738 kms<br>Julie Creek to Hughenden 526 kms<br>Julie Creek to Richmond 296 kms<br>Julie Creek to Mt Isa 516 kms<br>Julie Creek to Cloncurry 274 kms | <i>Update schedule</i>             |

|  |  |  |
|--|--|--|
|  | <p>Julie Creek to Townsville 1292 kms</p> <p>Julia Creek to Charters Towers 1022 kms</p>   |  |
| Last Chance Meet - Conditions of Entry                           |  | <i>No action required</i>  |
| Non-Standard Events  | <p>DASH FOR CASH EVENTS</p> <ul style="list-style-type: none"> <li>• 1 race with even start (all off the gun)</li> <li>• Times can be recorded and are official</li> <li>• Placings determined by times</li> </ul> <p>SKINS EVENTS</p> <ul style="list-style-type: none"> <li>• Multiple elimination races</li> <li>• Multiple strokes or same stroke</li> <li>• Times can be recorded and are official</li> <li>• Placings determined by times</li> </ul> <p>HANDICAP EVENTS</p> <ul style="list-style-type: none"> <li>• 1 race with staggered start</li> <li>• Times are not to be recorded</li> <li>• Placing determined by Finish Judges (Referee and other Officials)</li> </ul> | <i>Clubs not aware of each format of event. Update form and send out to all clubs.</i> |
| Officials & Equipment for Swim Meets                             | <ul style="list-style-type: none"> <li>● Remove water container check box</li> <li>● Remove 6 x 3 Marquee check box</li> </ul>   | <i>On-line form to be updated</i>  |
| Para Athletes Classification Cards                               | Cards no longer used   | <i>TSC to obtain process from SQ</i>   |
| Self Marshalling   |  | <i>No action required</i>  |
| SNQ Captains - Criteria, Role Descriptions & Duties              | There is currently a lack of limited role considering the expanse of the region and it's proving not beneficial to the swimmers of the region as a whole.  | <i>Policy to be archived</i>   |
| Swim Meet Administration Procedure (Meet Application to Results) | Nil  |  |

|                               |  |   |
|-------------------------------|--|---|
| Swim Meet Conditions of Entry | Nil  |   |
| Time Trials                   | Change - Office Use Only to Referee Use Only<br>Change - QT's to be the same as that for Last Chance Meets | <i>Update form as per noted changes</i> |
| Tape on Body                  |  | <i>No Change</i>                        |
| Warm Up Procedures            |  | <i>No Change</i>                        |

*Action: Apply all addressed changes as per above table*

*Action: Tina Roberts moved "to adopt Version 1.3 Consideration for Time Trial Form", seconded Helen Cushing*

#### 1.4.4 Forms relating to Policies

| FORM                                   | UPDATE IF APPLICABLE  | OUTCOME   |
|--|---|-----------|
| Officials & Equipment                  | Online process  | No Change |
| Reimbursement Request Form             |   | No Change |
| Swim Meet Approval Request Form        | Online process  | No Change |
| Technical Official Payment Advice Form |   | No Change |
| Upgrade Medal Delivery Sheet           | <ul style="list-style-type: none"> <li>- Update SNQ logo</li> <li>- Add <a href="mailto:snqtreasurer02@gmail.com">snqtreasurer02@gmail.com</a> to left hand side of form</li> </ul> | No Change |

## 2. Financial Plan

### 2.1. Review Previous Season Budget:

Louise Baker tabled a forecast 23/24 budget based on the current year advising the forecast is not favourable for the coming season.

General Expenses v Income - \$10,455 in the black

Duel in the Pool - \$2,300 in the black (need sponsors or its a no go)

Development - \$22,500 in the red

(State, National & Achievers Squads + 1 clinic)

This leaves the region in the red by approx \$10k

*Action: Louise Baker moved to accept the forecast budget for 2023, seconded Melissa Wilson*

### 2.2. Budget Allocations 2022/2023

- Development \$12,000 - Theresa Manning advised the budget would include a Specific Clinic to be held in the north and south of the region.

*Action: Theresa Manning moved to accept the 2023/2024 Development Budget, seconded Helen Cushing*

- Technical \$1,200 - Helen Cushing tabled the TSC budget and advised the reasoning behind purchase of 2ways was to update and improve comms for pool deck.

*Action: Helen Cushing moved to accept the 2023/2024 Technical Officials Budget, seconded Theresa Manning*

### 2.3. Fees and Charges :

- Travel Allowance - Theresa Manning moved to increase the fee to 40c per km for 2023/2024, seconded Helen Cushing
- Membership fees - Theresa Manning moved to increase the fee to \$12.50 for 2023/2024, seconded Helen Cushing
- Affiliation fees - Theresa Manning moved to increase the fee to \$150 for 2023/2024, seconded Louise Baker
- Development Surcharge - Theresa Manning moved to apply no increase for 2023/2024, seconded Melissa Wilson
- Upgrade Medal fee - Theresa Manning moved to apply no increase for 2023/2024 and revisit this fee after NQ Champs, seconded Louise Baker
- Timing Equipment - Management to discuss the life span of the equipment

*Action: That there would be an increase to Travel Allowance, Membership Fees & Affiliation Fees for 2023/2024 Fees and Charges*

*Action: Theresa Manning moved to accept the 2023/2024 Fees & Charges, seconded Louise Baker*

### 2.4 Grants :

- In Sue Jamieson's absence, Theresa Manning tabled the Grants Report.

- Small grant with Townsville Regional Council for SNQ Championships \$5,000 has been completed
- Working on the Gambling Grant to be submitted at the end on February for SNQ communication and computer equipment with a projector \$30,000 worth
- Active Clubs Grant submitted for State Development Squad \$2,500
- Doing a mail out for general sponsorship to the area and I will be doing a Mackay area sponsorship mailout for Duel In The Pool in May and again in July.
- The newsletter seems to be going well and some little feedback has been positive but we need to get the clubs involved with input as well.

*Action: Theresa Manning moved to accept the 2023/2024 Grants Report, seconded Helen Cushing*

### **3. 2023/2024 Development**

- Athlete & Coach Development - Development Plan tabled, Theresa Manning advised the meeting that the structure will remain the same and the funds needed will be the same as the current season.
- Upcoming meetings with Barry Prime and Pat Wright on clinics for coming season

*Action: Theresa Manning moved to accept the 2023/2024 Development Report, seconded Tina Roberts*

### **4. NQ Championships 2024**

#### 4.1 Entry Fees - Individual & Relay

- The fees for 2023 to be reviewed by SNQ Management after the conclusion of the 2023 Championships

#### 4.2 Mixed Relay

- 2023 This event will not be eligible for records

#### 4.3 Mixed Relay

- Judy Hicks to speak to Swimming Queensland to discuss the setup process of teams. Age groups to be reviewed for the 2024 NQ Championships.

### **5. Miscellaneous**

- Struddys & Team Elite bulk uniform order - consensus is - yes - do a bulk order of uniforms at the beginning of each year starting 2023/2024 season
- SAT Timing System - Management to discuss the best possible method to address the aged SAT equipment
- Safety Marshall & Signage who is responsible - Responsibility lies with the Meet Director and Host Club

- Pool Deck - Coaches and Team Managers only allowed on Pool Deck. Add this condition as a standard to all programs moving forward in 2023/2024
- Regional Strategy item 2.3 Key Strategies talks to Calling for Meet Officials - this was discussed and decided this item is to be left with the SNQ Tech Committee.
- Does the Technical Committee have a complete set of SNQ policies/procedures/documents/forms in the new format - Not currently but after this EPD the TSC will have an updated complete set. SNQ Secretary will email all to the TSC for them with instructions to delete all outdated data and replace with current data.
- Terms of Office to be discussed by Management
  - Race Secretary - 2 year term - effective 2024/25 season
  - Development Officer - 2 year term - effective 2025/26 season

*Action: Apply all addressed changes as per above*

*Moved: Theresa Manning, seconded Tina Roberts*

**7. Next Meeting:** 20th February 2023 EPD Session 2

**8. Meeting Closed:** 1.02pm