

# Australian Dragon Boat Federation

## General Meeting Minutes



Date	19 October 2014	Time	11:50am – 2:30pm
Place	Department of Sport & Recreation, 246 Vincent Street, Leederville WA		
Chair	AusDBF President - Kel Watt (KW)		
Minute taker	Christina Wohlsen (CW)		
AusDBF Board Attendees	Admin: Maggie Boyce (MB) Finance: Sean Litchfield (SL) Directors: Victor Fazakerley (VF), Martin Hastings (MH)		
Attendees			
Dragon Boat NT: Stephanie Brown (SB)		Dragon Boat Vic: Michelle James (MJ)	
Dragon Boat Qld: Bruce Eckersley (BE), Janine Lette (JL)		Dragon Boat Tas: Donna Fittock (DF)	
Dragon Boat NSW: Trish Tinyow (TT), Martin Hirst (MH)		Dragon Boat SA: John Holland (JH), Pat Doogue (PD), Chris Wood (CW)	
Dragon Boat ACT: Debra Moran (DM), Pat Moran (PM)		Dragon Boat WA: Rex Tindal (RT), Barbara Clarkson (BC), Paula Cottingham (PC), Rick Salisbury (RS)	
Apologies			
Suzanne Bowen – DAA (SB)		Kristen Priest – DBWA (KP)	
Lesa Horntvedt - AusDBF Director (LH)		Michelle Van Niekerk – AusDBF Director (MV)	

Agenda Topics	
Item	Description
1	<p><b>Members Presentations</b></p> <ul style="list-style-type: none"> <li>KW requested 10-15 minute PowerPoint presentations from members.</li> <li>Require report cards completed – AusDBF has reporting requirements to ASC. Assists Board with strategic planning and particular programs and policies. Members also encouraged to use opportunity for knowledge exchange.</li> </ul> <p><b>Queensland – JL</b></p> <ul style="list-style-type: none"> <li>Looking at restructuring State titles from 2 days to 3 days in March 2015 predominantly</li> </ul>



to allow 10's and 20's racing – head coaches and Presidents currently putting together proposals/submitting ideas.

- Few options being considered - one of the options is looking at holding 10's comp a week prior to 20's comp.
- Next year revisiting business plan and strategy plan as a State body.
- To improve communication they have implemented separate Presidents meeting (to general meetings) and separate head coaches meeting.

#### **New South Wales - TT**

- Have had a busy year. Had NSW AGM in August 2014. Running at 61 clubs across NSW, very strong regional representation. Tyranny of distance. Some clubs celebrating their 30<sup>th</sup> anniversary, many others reaching 20<sup>th</sup> anniversary. For new clubs starting up they have started a 'sister club program' which involves older clubs mentoring newer clubs – benefit of experience and transfer of knowledge.
- Started work on developing the following programs: coaching / sweeps / official / governance / junior / paddler development program.
- Ran their annual two day conference – comprises of a series of workshops and programs, networking dinner, fantastic speakers, experts, and great way of bringing people together. Looking at reducing to a one day event in 2015 to keep down costs. Happy to discuss with members and provide assistance/framework/course delivery.
- DBNSW structure – sport has grown exponentially, over past seven years they now have 1x full time staff, 2x permanent p/t and a contractor. Stats showing average paddler does a three season stint, lacking Prem's - paddlers are not coming back. Aim to dig into this area. External consultant contracted to provide recommendations. Results starting to come through. Expect to see some changes as to how DBNSW structure themselves as a sport.
- Changes to DBNSW Board – Martin Hastings has moved to AusDBF. Tamsyn, Mat and Gio have come on as Directors – settling in. Aim to fill portfolios depending on people's skill sets.
- Biggest focus now will be Sydney metro site - Bank Street being redeveloped. DBNSW spending time with government authorities, lobbyists, making sure they form part of the review – will have to submit DA. Biggest challenge is lack of main training area.

#### **ACT - DM**

- Few projects on hand. DBACT have secured a grass roots grant for youth development to promote within schools. Long term project. Just applied for another grant, looks promising. Encourage more kids into the Youth program by forming two separate youth clubs. To be presented to their members.
- Looking how to build State V State – subcommittee has put a set of guidelines into place.
- Looking at concept of Paddlers having one on one competitions against each other throughout the season.
- New flyer for DBACT.
- Aiming for more direction on Board.
- Made courses more accessible to paddlers in ACT.
- Running more sub committees – ACT Fire/Youth Development – provides paddlers



with more of a voice and takes pressure of the Board.

- Looking at appointing part time Executive Officer.

#### **Victoria - MJ**

- Had a great year, increase in membership. Board worked solidly on professionalism and governance.
- Officially became State recognised Board Association by Victorian government – opens up more opportunities for grant funding.
- Appointed first Executive Officer, three days a week – takes pressure off Board and she will be going out looking for sponsorship opportunities.
- Adopted new model rules.
- Developed a lot more marketing material - DBV Marketing refreshed website – improved how they are presenting to the public.
- Implemented an awards program.
- Regional Development Program – supports local club initiatives, funds are set aside from regional regattas and clubs apply to DBV Board for assistance/grant.
- Implemented separate meetings for Presidents.
- Implemented 'Revolutionalise' in place of Smartspace – being trialled today at regatta in Bendigo by DBV.

#### **Tasmania – DF**

- 6 clubs in Tasmania – 194 members, 1xDA only club, 1xDA / supporter group club, 1xDAA / community member club, 2xcommunity clubs only (one is associated with 'Men's Shed' - built own 10's dragon boat), 1xsporting club.
- DBTAS Board made up of 10 members.
- Julie Davies stood down as President of DBTAS 18/10/14.
- Completed working on their strategic plan. Formed relationship with Chinese Community of Tasmania. Held come and try sessions with sporting organisations and schools.
- Media coverage through Chinese Dragon Boat Festival.
- Held their inaugural 4 Bridges Paddle event – attracted \$1,000 sponsorship.
- Applied for sports grants – not been successful to date. Current application for trailer to carry gear around in.
- State titles held at Lake Barrington Rowing course - 4 hour drive from Hobart, 3 day event.
- Expecting to hold Chinese New Year Festival in Jan 2015.
- Wish list: strategy to overturn perception that dragon boating is a sport for all ages not just 40+. Looking forward to visit from AusDBF Nov/Dec to assist with this. Perhaps Aurora's camp could be held at Lake Barrington one year.
- Feel that they have positive connection and inclusion with Pres Hook Ups.

#### **South Australia – JH**

- Annual Report on DBSA website.



- They support AusDBF Coaches Course. Developed their own Officials Course for local Officials, hopefully tie in with AusDBF Officials Course. Developed their own sweeps course.
- Flat out organising CCWC 2016.

#### **Western Australia - RT**

- A couple of years ago DBWA commenced the Winter Marathon Series –inclusion of this series has resulted in a twelve month season for WA, helping to retain paddlers. Series has been expanded and a few weeks ago they hosted the Claysbrook Challenge in Perth – very good exposure to public
- Trying to engage with juniors and get them into the sport – for a number of years DBWA has had involvement with the Chinese Association – now have them interested in putting in a senior team. They also have a Chinese school – 300 children attend Saturday school. This year the school hosted a dragon boat festival and the students researched and presented talks on 'what is dragon boating'. Current juniors did a demonstration. A few weeks later students came and joined a local competition. Slowly being able to increase junior numbers. Have progressed with opportunity to get dragon boating into school sporting curriculum.
- Encouraging clubs to purchase new boats for AusChamps 2015.
- Newspaper articles on Aurora paddlers in WA has resulted in clubs picking up paddlers.
- Dept Sport & Rec previously had grants for sports people in rural areas to assist with travel expenses – this has now been extended to metro athletes. Great incentive for WA juniors.
- Barbara Clarkson co-ordinator for AusChamps 2015. BC advised all going to plan, Venues West (State Govt body who manage sport facilities in WA) has been very helpful, given 60% discount on license fee. Appreciate any feedback/ideas from members.

#### **Northern Territory - SB**

- DBNT been in crisis for a year or so now, coming out of that, getting healthy again. Just held AGM, new proactive committee.
- Difficulties finding purpose built venue – DBNT to recommence lobbying for this, now have people on the committee with the ability to apply for grants.
- Trying to get clubs to work together and bring third club on board.
- Need State Coach, lack sweeps and coaches.
- Suggested by DBWA that DBNT might be interested in involving Broome club if agreeable and practical.
- AusDBF visiting for DBNT regatta 14 December to assist with accrediting sweeps, etc. QDBF may have clubs interested in attending.
- Do not have enough juniors – hoping to get a school competition in place.
- KW advised this time at AGM has been set aside for members to share ideas of innovation/info exchange, in particular areas of expertise and experience. Requested hand outs and PowerPoint presentations moving forward. Report cards need to be provided to AusDBF.
- Martin Hastings advised AusDBF looking to revamp their website. If other members



	looking to rehash their website perhaps members could use similar structure. If members interested please advise MH – benefit of uniformity and possible discount.
2	<p><b>2015 Australian Championships update</b></p> <ul style="list-style-type: none"> <li>• KW provided update on AusChamps 2015.</li> <li>• Format for Championships has taken into account the report from AusChamps survey, subcommittee recommendations and paddler's forum.</li> <li>• IDBF will be retaining two year cycle.</li> <li>• 10's and 20's qualifications for CCWC 2016 will be based on AusChamps 2015 results. 20's to remain dominant focus in the sport. This qualification process is a one off - after 2015 reverts back to normal qualification system.</li> <li>• State &amp; Oceania competition format to be retained in its current format.</li> <li>• <u>AusChamps 2015 format</u>  13<sup>th</sup> April – Training Day  Day 1 &amp; 2 (14<sup>th</sup>-15<sup>th</sup> April) Master Days  Day 3 (16<sup>th</sup> April) State racing 200/500 10's and 20's (can double up paddlers selected for 10's and 20's crews – selection of crews at the discretion of States)  Day 4 &amp; 5 (17<sup>th</sup>-18<sup>th</sup> April) Prem / Junior / Youth – 10's and 20's  2000M to be run over duration of AusChamps</li> <li>• DAA exhibition race to be held at AusChamps 2015 – format/structure to be determined by DAA. Likely to be a survivors only event, 200 and 500M. To be held on Premier Day. DAA race to be self-funded by DAA members racing in the event. DAA finalising promotional material to be dispersed with AusChamps Bulletin 1 in November.</li> <li>• International Incentive for State racing – qualify top 3 States to represent Australia (as your State) for Asian Club Crew Champs. No restrictions placed by AusDBF, structure of teams left to State bodies. Next Asian Club Crew Champs being held in China November 2015. Held every 2 years. Open age 10's &amp; 20's.</li> <li>• <u>AusChamps 2016 format</u>  23<sup>rd</sup> March - Morning: Training Day AusChamps &amp; Asian Championships - Country V Country, open age, 10's and 20's. Afternoon: Asian Championship 5000M followed by opening ceremony  Day 1 &amp; 2 (24<sup>th</sup>-25<sup>th</sup> March) Masters 200/500, Asian Champs 200/500 events mixed in.  Day 3 (26<sup>th</sup> March) Oceania/State V State. Afternoon: State Teams (one crew/State) V Asian Teams (invitational event). Format to be determined.  Day 4 &amp; 5 (27<sup>th</sup>-28<sup>th</sup> March) Prem / Junior / Youth  29<sup>th</sup> – 31<sup>st</sup> March – three day break between AusChamps 2016 and CCWC 2016  30<sup>th</sup> March – 1<sup>st</sup> April: Training Days CCWC 2016  1<sup>st</sup> April: Opening Ceremony CCWC 2016  2<sup>nd</sup> April – 7<sup>th</sup> April: 6 days of competition CCWC 2016. First 3 days likely to be Masters, next 3 days likely to be Premiers and Juniors - TBC.</li> <li>• KW attended Oceanic Strategic Planning Meeting whilst in Ravenna at CCWC 2014. NZ looking to host first Oceania Championships in Queenstown, New Zealand in 2017. Would like Australian States to participate.</li> <li>• IDBF Strategic Planning Meeting being held in Macau 5-7 December 2015 – CCWC</li> </ul>



	2016 format to be discussed. IDBF & Asian delegates attending AusChamps 2015.
3	<p><b>Board Structure</b></p> <ul style="list-style-type: none"> <li>MB advised AusDBF will be holding a Strategic Planning weekend ASAP after AGM to allocate portfolios. Identified following areas:</li> </ul> <p>Governance/Administration Finance Communication Technical – Development Technical – Coaching Cultural Special Projects</p> <ul style="list-style-type: none"> <li>Looking to appoint Sub Committee for specific projects - target people with specific skill sets depending on project. More detail to be provided after strategic planning weekend.</li> </ul>
4	<ul style="list-style-type: none"> <li>DBSA (JH) submitted motion to change number of voting delegates per member from four (4) to one (1).</li> <li>KW advised this would require a change to the constitution. AusDBF also considering adding position of Vice President which would also require a constitutional change.</li> <li>Procedural Motion moved by Barbara Clarkson - motion carried for members to vote on changing number of voting delegates from 4 votes / member to 1 vote / member.</li> </ul> <p>Seconded: QDBF, DBNSW, DBNT, DBSA, DBWA Against: DBACT, DAA, DBTAS, DBV</p> <p>Motion defeated – KW advised minimum 3 months before exact same motion can be resubmitted. Alternative submission can be resubmitted anytime.</p>
5	<p><b>Automated results and digital progression for Officiating and Race Draw</b></p> <ul style="list-style-type: none"> <li>RT has put together a submission re: automated results and digital progression for Officiating and race draw. Allows for quick display of results.</li> <li>IDBF have developed a global system, JL advised currently at testing stage. Resolved to set agenda item aside until IDBF confirm outcome of their system.</li> </ul>
6	<p><b>AusChamps 2015 – Registration System</b></p> <ul style="list-style-type: none"> <li>DBV currently looking at changing from Smartspace to Revolutionise (<a href="http://www.revolutionise.com.au/features/">www.revolutionise.com.au/features/</a>) as their membership management system in Victoria. Their experience with Smartspace so far has not made them feel that the system would be the best choice for Victoria. DBV trialing Revolutionise for the first time today at a regatta.</li> <li>BC expressed concern in changing registration system away from Smartspace for AusChamps 2015, have only used this system for one year and as such clubs and registrars will not want to change systems again.</li> </ul>



	<ul style="list-style-type: none"> <li>• KW confirmed AusDBF facilitated move to Smartspace based on member's advice. If members want to change to another system AusDBF will support it. MB advised we have to move quickly as AusChamps Bulletin 1 to be distributed in November.</li> <li>• Agenda topic deferred – staying with Smartspace until further evidence/discussions had by members.</li> <li>• Martin Hastings to circulate link to a document he has developed in the event new IDBF system is not launched in time for AusChamps 2015.</li> <li>• VF suggested AusDBF request update from IDBF on availability of system they have developed.</li> <li>• RT wants to ensure system in place for AusChamps 2015.</li> </ul>
7	<b>Safety Manual</b> <ul style="list-style-type: none"> <li>• Martin Hastings advised that a couple of seasons ago there was a fair bit of work done on the safety manual. One of the points in this manual was that States would populate a National database of their incident and injury reports. Enquired as to where all members are at with this. Members are capturing this data.</li> <li>• KW stated the importance of this. Capturing this information is vital. Essential to protect us.</li> <li>• Martin Hastings has developed a template that could be converted to something more National. Central Point for recording safety data. MH to distribute for comment. KW advised members to continue recording this data until MH has finalised the National template.</li> </ul>
8	<b>International Insurance</b> <ul style="list-style-type: none"> <li>• MB advised AusDBF are looking at option for National Insurance policy for all paddlers participating at International Events.</li> <li>• Members asked to manage the insurance and AusDBF invoice accordingly.</li> <li>• MB also looking at a triathlon policy whereby we nominate zones, can be adapted as a blanket cover done on a user basis.</li> <li>• Martin Hastings obtaining definite figure from V-Insurance for international travel insurance – indicative prices: medical only cover approx. \$30pp cover or full cover approx. \$55pp.</li> <li>• Broker advised members have different expiry dates – as a group spending \$155K. If this can be changed to a common expiry date then broker can go to the market and work out premiums based on claims or keep local agreements in place – looking at 20% discount. Not applicable for marine hull or trailer. Insurer also looks after insurance for Canoeing Australia – even further discounts can be achieved.</li> <li>• For next Pres Meeting could all members identify date of expiry for their States insurance policy. All members except for DBSA are with V-Insurance.</li> <li>• KW also requested members to advise at next Pres Hook Up how they structure their membership system. To move to a common system all members would need to reach agreement. If members not attending next meeting please email information prior to meeting. MH to distribute information.</li> </ul>
9	<b>Office of Sport and Recreation – declarations policy</b> <ul style="list-style-type: none"> <li>• Follow on from last Presidents Meeting - members were asked to check with their State Office of Sport &amp; Rec regarding declarations policy.</li> <li>• DM advised that on current ASC website under member protection policy there is a template available to follow and complete according to your State/Territory, quite comprehensive.</li> </ul>



	<ul style="list-style-type: none"> <li>KW requested this is done by next President's Meeting.</li> </ul>
10	<p><b>Governance Calculator developed with Aon Hewitt</b></p> <ul style="list-style-type: none"> <li>TT advised the Aon Hewitt Governance Evaluator is a Board governance evaluation tool which was developed specifically around health and financial services sectors. Should have more information available for next Pres Hook Up.</li> <li>TT looking into the systems suitability for sporting associations. They speak with Directors, online questionnaires, workshop - get full development plan, looks at individual Directors and the entire Boards strengths and weaknesses. For a Board comprising of 7-9 Directors cost would be approximately \$3K-6K. TT meeting to discuss possible rebate. Approx. \$880 for individual assessment. If members are interested contact TT and she will forward on the flyer.</li> </ul>
	<p><b>General Business</b></p> <ul style="list-style-type: none"> <li>LL (on behalf of IDBF) formally handed over IDBF flag to JH from DBSA for CCWC 2016. CCWC 2016 – KW confirmed Adelaide will be the host city. Want to make this an Australian event with racing/training opportunities for all members to be involved in some way. Need to communicate details early. Members asked to promote CCWC and look at possible events/opportunities to attract International crews to your State to maximise the benefits of this event, e.g. cultural events, regattas.</li> <li>JL asked for verification on requirements for logos on clubs race shirts. KW confirmed they are required to display their club and State logo, AusDBF logo is optional (subordinate to State logo). Flexibility with club logo design.</li> <li>Member Protection – DM from DBACT expressed concern about due process with one of their members – AusDBF to discuss with DBACT at completion of AGM.</li> <li>MB updated members on the "Well Being Committee" that she coordinated. The Committee was made up of number of doctors (with dragon boat experience or knowledge) and a consultant heart specialist, who have devised a short medical statement. More like an information sheet to ensure paddlers of all ages take responsibility for their health and are aware of the risks associated with dragon boating. MB asked members to take it back to their Boards to consider using as an attachment when paddlers join up or re-register annually. AusDBF intend to make this document part of the managers' declaration, particularly at AusChamps to avoid the requirement for doctors' certificates to be provided. Many members already have information regarding health on their websites... this document will support that information but take it a step further by incorporating the content at registration or declaration time.</li> <li>3:00 – 6:00pm DBWA invited members to attend a site visit to Champion Lakes to view AusChamps 2015 venue.</li> </ul>