



BOARD MEETING MINUTES

Remote (Skype)

Monday 20 April 2020 at 6pm

1. Attendees:

Board: Alison Creagh (Chair), Alison Chinn, Catherine Garrington, Nick Hunter, Ben Page, Ben James, Kent Peters, Caroline Pijpers, Deb Styman

Staff: Dave Fraumano (Head Coach), Stuart John (Executive Officer), Katrina Wiseman (Administration Officer)

Invited (for Work Health Safety Agenda Item): Michele Smith

2. Apologies – nil.

3. Alison Creagh acknowledged the additional work of both Stuart and the Board with the Covid 19 issue in the last month.

4. **Register of interests** – Alison Creagh declared a conflict of interest as a member of CRC with some items of discussion in this meeting. Nick Hunter declared a conflict of interest for item 11.c.

5. Acceptance of Minutes

- a. March 2020 Board Meeting – accepted by Board.
- b. 6 April 2020 Special Board Meeting – accepted by the Board.

6. Outstanding action items

- a. Safety Review Update – Michele Smith joined this meeting for this item. Michele found there was not a lot in place currently for RACT in this area, so thought it was a good chance to review and put a thorough current policy in place. **ACTION:** draft RACT Safety Policy and Risk Management Policy will be circulated by Michele to the Board shortly for feedback.
- b. Review of incident hot spots on Lake Burley Griffin – this item was not discussed due to the Covid 19 instigated downturn in rowing action.

7. Workplace Health & Safety report

- a. Report on safety incidents – no reports noted due to downturn in rowing action.
- b. Work Health Safety Review Update - Michele Smith. It was noted volunteers should be included in the risk management and safety review. Club relationships with RACT was discussed to determine whether RACT has a shared duty of keeping people safe – Michele suggested RACT duty could be activated when more than one club is affected or involved in the action, event or safety issue eg at a RACT regatta, or any on-water training incident.
- c. COVID19 Work Health Safety Aspects including Rowing ACT's responsibilities, accountabilities and authority – Michele Smith. Looking at what systems we need to show we are compliant with Government guidelines and policy. Staff working from home issues are to be considered with the risk management also. Covid 19 risk management and recovery plans to be developed in addition to the general Safety

and Risk Management Policies quoted in item 6.a.

8. Community Feedback (complaints & compliments)

- a. COVID-19 – RACT policy was issued before Easter and this has prompted some feedback from clubs. CRC has advised of their own club measures now being taken along with their additional protocols. BMRC also commented.
- b. Other reports:
 - i. Interstate Challenge – a question was raised by a member about the training concerns of a 50km erg result published by a school rower.

9. Head Coach update

- a. Athletes have been working from online programs in conjunction with ACTAS. Athlete check-ins are also taking place on Zoom.
- b. All under-age events have been cancelled by World Rowing (no more competitions for this year). Good opportunity to review and reset the ACT systems and programs ready for next year.
- c. Talent ID/fitness - new 'step' test was explained. Timeline for testing was also being reviewed which will fit in with RA categorisation process.
- d. RACT Development Officer (Renee D.) has been quite involved with discussions with all RA SDO's regarding maintaining rower engagement in these challenging times.

10. Director of Finance report

- a. Stuart reported that the ACT Government had now issued RACT with a Covid 19 grant of \$22,000 for operational costs to be used by 30 June 2020.
- b. Financial report – reports were circulated to the Board by email prior to the meeting – Kent commented on these reports and raised the possibility of applying for the ACT Sport and Rec 2021 triennial funding early. An overview was provided on Profit and Loss comparison; 31 March 2019 – 3 March 2020. Forecasting is to be worked on next.
- c. Action on Aged Receivables – two 3 months+ outstanding accounts were proposed to be written off with the condition that any future applications by these two rowers to row for the ACT would not be endorsed. **ACTION:** these write-offs were approved.
- d. COVID-19 support measures available to Rowing ACT. Early triennial funding could be applied for and accrue interest for RACT.

11. Items for decision:

- a. Review of Rowing ACT roles, responsibilities, accountabilities and authority. Sport & Rec advice has been received on RACT Peak Sporting Body responsibilities. **ACTION:** to wait for WHS Policy and Risk Management review completion to further action this item.
- b. COVID-19 Response – a letter has been sent to ACT Sport & Rec to advise of the RACT COVID policy which was circulated to clubs.
 - i. Update and review the current response from Rowing ACT & the rowing community response. Stuart provided an overview of the current ACT club situations and statuses. **ACTION:** to ask Michele Smith to draft a recovery plan for rowing in the ACT for Board consideration.
 - ii. COVID-19 recovery - future measures. NSW model for sport recovery post Covid 19 was raised and if the ACT adopted a similar model RACT would hope to be involved in the consultation.
- c. Registration and Affiliation Fees – 19/20 and 20/21. **ACTION:** Fee increases which were tabled for next season are to be reconsidered now closer to the time. Concessions requests on current fees will be dealt with on a case by case basis.
- d. Guidance for Regatta Sub-Committee Season Review. **ACTION:** based on the experience of this season's many challenges, the committee is requested to consider

and propose several event contingency options for next season along with the standard season calendar.

12. Items for discussion:

- a. Rowing Australia Indoor Interstate Regatta – Stuart provided an overview of stats on this event. It was appreciated that some ACT athletes posted erg photos in their ACT zooties whilst competing in this event. Thanks to Katrina for all her work promoting this event.

13. Items for noting

- a. Options for training and competition:
 - i. 2020 ANZAC Day Indoor Rowing Challenge (Rowing Australia) – next challenge to be published shortly.
 - ii. RACT run virtual WTT/Col Pantou is proposed as a June erg challenge.
ACTION: to be further investigated and planned.
- b. BRO Uniforms – the new supply has been delivered now.

14. Other business

- a. A request was received via RA for support of an on-water rowing program for Melba High.
- b. **ACTION:** RACT AGM structure and forum to be decided at the next meeting.
- c. BRO end of season thank you – pending.

15. Meeting closed – 9.00pm

16. Next Meeting: 18 May 2020

BOARD PAPERS

Workplace Health & Safety:

Michele Smith, who has been working on the Rowing ACT WH&S Review, will attend the meeting (for this agenda item) to provide an overview of, and respond to questions on:

- the Rowing ACT WHS Review
- Rowing ACT's WH&S requirements under COVID-19 measures. In particular Michele will address Rowing ACT's responsibilities, accountabilities and authority under the WHS Act.

Items for decision:

COVID-19 Response

a. Review of Rowing ACT's role, responsibilities, accountabilities and authority

There have been questions raised about Rowing ACT's responsibilities, accountabilities and authority, as the peak sporting body for rowing in the ACT, to advise clubs, schools and the rowing community on COVID-19 response measures. It is important to understand what responsibilities, accountabilities and authority Rowing ACT has and ensure that the constitution, by-laws and policies are appropriate. The board is asked to discuss Rowing ACT's role as a peak sporting body.

b. Update and review the current response from Rowing ACT & the rowing community response

The board will be updated on the current status of Rowing ACT's response to COVID-19 measures. The board will be asked to review the current response from Rowing ACT to the COVID-19 pandemic and determine if any changes need to be made. The ACT rowing community's response will also be briefed.

c. COVID-19 recovery - future measures

The board is asked to discuss potential measures to be considered by Rowing ACT when government restrictions on group sizes and training are wound-back.

Possible questions for consideration are:

1. What might this mean for the clubs and schools with regard to boatshed operations?
2. Does this allow for crewed boats?
3. What questions does Rowing ACT have for Rowing Australia
4. Does Rowing ACT require a Recovery Plan?

Registration and Affiliation Fees

The board is asked to consider registration and affiliation fees for the 2019/2020 season and the 2020/2021 season. The board will be asked to discuss what changes,

if any, should be made to the 2019/20 season registration and affiliation fees given the disruptions to the regatta season.

The board is also asked to consider what changes, if any, should be made to the 2020/21 registration and affiliation fees if rowers training is restricted due to COVID-19.

The current registration fees are below:

Competitive Senior: \$65.00

Competitive Junior: \$30.00

Competitive Coxswain: \$25.00

The affiliation fee is set at \$20.00 per rower who is registered with a member club (not including coaches and coxswains).

Guidance for Regatta Sub-Committee Season Review

The Regatta Sub-Committee will review the 2019/2020 season and provide recommendations to the board. There were a number of changes to the regatta program and order of events for the 2019/2020 season.

The board has an opportunity to provide the Regatta Sub-Committee with areas and issues that should be considered in the Season Review.

The board is asked to discuss and decide on what areas, issues and guidance should be provided to the Regatta Sub-committee as they review the season that has now finished and plan for the upcoming season.

Items for discussion:

Rowing Australia Indoor Interstate Regatta

The board is asked to discuss any feedback from the Rowing Australia Indoor Interstate regatta.

Items for noting

Options for training and competition:

- a. 2020 ANZAC Day Indoor Rowing Challenge (Rowing Australia)

BRO Uniforms

Regatta Updates

2019/20 Regatta Season statuses

Regatta	Date	NCA/ACT Permits?	2018/19 Entries/Seats	2019/20 Entries/Seats	Other notes
Col Panton	20/10/19	NCA Approved	34 entries, 132 seats	35 entries, 140 seats	
BMRC	26/10/19	NCA approved, ACT Land Use approved	170 entries, 389 seats (525 seats heats and finals adjusted)	128 entries, 271 seats	No Kinross Wolaroi or Radford this season; regatta cancelled day before
Tuggeranong Cup	02/11/19	Approved	24 entries, 96 seats (cxl on day)	19 entries, 76 seats	Seat fees waived for entrants who had also entered cancelled BMRC Regatta
Radford/Daramalan	09/11/19	NCA approved, ACT Land Use approved	252 entries, 618 seats (930 seats heats and finals adjusted) (CGGS/Marist Regatta as second pointscore regatta)	417 entries, 1167 seats	Kinross Wolaroi visit; regatta called off after W A-B 2x (approx. 1pm) due to wind
CGGS/Marist	23/11/19	NCA approved, ACT Land Use approved	242 entries, 530 seats (746 seats heats and finals adjusted) (Daramalan Regatta as third pointscore regatta)	341 entries, 1030 seats	A Creagh, S John, G Northam, E Bien, A Charlton, N Hunter all to Rower of the Year awards in Sydney that night.
Twilight Regatta	07/12/19	NCA approved, ACT Land Use approved	N/A	50 entries, 184 seats	
CGS	01/02/20	NCA approved, ACT Land Use approved	307 entries, 803 seats (1111 seats heats and finals adjusted)	269 entries, 712 seats	Regatta called off on the Thursday due to bushfire threat, smoke potential, and forecast high temperatures and wind.

					Radford only entered junior squad.
ANU	15/02/20	NCA approved, ACT Land Use approved	343 entries, 777 seats (cxl partway) (1109 seats heats and finals adjusted)	423 entries, 1181 seats	Kinross junior squad visit
CLRC Sprints	23/02/20	NCA approved, ACT Land Use approved	39 entries, 84 seats		Cancelled for replacement regatta
Replacement Regatta	22/02/20	NCA approved, ACT Land Use approved		252 entries, 764 seats	
CRC Grade Championships	29/02/20	NCA approved, ACT Land Use approved	171 entries, 402 seats (ADF Regatta; pointscore not championship)	247 entries, 610 seats	
ACT Head of the Lake	14/03/20	NCA approved, ACT Land Use approved	296 entries, 863 seats (included doubles)	270 entries, 901 seats	Cancelled due to COVID-19
ACT Championships	14-15/03/20	NCA approved, ACT Land Use approved	358 entries, 835 seats (included Masters events)	575 entries, 1535 seats	Cancelled due to COVID-19
ACT Masters Championships	04/04/20	NCA approved, ACT Land Use approved			Cancelled due to COVID-19
Winter Time Trial Series					Cancelled due to COVID-19