



BOARD MEETING AGENDA

Rowing Australia Board Room
Wednesday October 16 2019 at 5.45pm

1. **Attendees:** Alison Creagh (chair), Alison Chinn, Catherine Garrington, Ben James (remote), Ben Page, Kent Peters
2. **Apologies:** Caroline Pijpers, Deb Styman, Nick Hunter
3. **Register of interests**
ACTION: Board members to send through updated Register of Interests to EO
4. **Acceptance of Minutes of the August & September 2019 meetings.** Minutes approved.
5. **Outstanding action items**
Noted that as Nick is not present unable to present BRO/volunteer incentive proposal. Board members encouraged to pass on comments regarding interstate recognition and regattas they are able to attend in a Board capacity.
6. **Workplace health & safety report**
 - a. Incidents
 - b. Trend
ACTION: A safety bulletin be sent out regularly to update the ACT rowing community of any incidents and things to be aware of.
 - c. Lake User Group
 - d. Rowing ACT WHS responsibilities
ACTION: The Board to develop terms of reference for a safety audit that examines the WHS responsibilities at a state and national body level and how these are and aren't being met.
7. **Community Feedback (complaints & compliments)**
ACTION: A feedback register to be kept by the EO with comments passed on at Board meetings.
8. **Items for decision:**
 - a. Men's single scull trophy – the Board was advised that an anonymous donor had previously offered to donate a trophy for the ACT Championships Men's Single Scull named after former World Champion Bruce Hick. This is on top of the offer from a local rowing family to donate a trophy for this event.
ACTION: Alison Chinn to speak to anonymous donor about options for recognising Bruce Hick.
 - b. BRO boat licence subsidies – following recommendations from the Chief BRO the Board resolved to reimburse a year's boat licence fees at the end of the season provided that person has officiated at more than 50% of local regattas. BROs will also be eligible to have their seat fees for a regatta waived provided they officiate for at least one session.

- c. Director of Finance – Kent Peters was officially confirmed as the Director of Finance.

9. Items for discussion

- a. Regatta Program update – EO provided an update on the regatta program as per the table at the end of this document.
- b. ACT Head Coach recruitment – process is progressing.
- c. Staffing – Assistant Coach, executive officer position. Board discussed potential re-organising roles in the High Performance and administration sections to ensure that there was sufficient backup in both. This is dependent on the new Head Coach being appointed, and will be finalised at that time.
- d. Strategic planning session – a December or January meeting was suggested, with the potential for an external person to come in and run the meeting.
ACTION: EO to organise a poll to confirm the best date for a strategic planning session.
- e. November/December board meetings – dates to be confirmed
ACTION: EO to organise polls to determine the best dates for the November and December Board meetings.
- f. ACT Masters Commission representative – Expressions of Interest to be sought for the ACT Representative on the Masters Commission.
ACTION: EO to ask for Expressions of Interest for the position of ACT representative on the Masters Commission.
- g. Rowing ACT Uniform items and blazer – discussion around developing a “club kit” for Rowing ACT for staff, volunteers, BROs and state team representatives. Further updates to come.
- h. Infrastructure – update (shed, insurance etc) – discussions on-going with various parties regarding the ACTAS shed and potential re-location of the Water Police.

10. Items for noting

- a. ACT para-rowing strategy – President & EO to attend a Sports Inclusion seminar to help drive the development of a para-rowing strategy.
- b. Good Sports Program – nationally funded and free program to support community clubs with the aim of minimising risk and assist clubs in meeting their duty of care.

11. Other business

- a. Award dinner – Board agreed to put aside \$1000 for award nominees to either help them attend awards dinner, or towards hosting award nominees and partners at a dinner once the World Rowing, Rowing Australia and CBR Sports Awards have been completed.

BOARD PAPERS

Register of Interests

The Board is asked to complete the attached Register of interests. You are requested to include board and committee roles, fulltime employment and rowing club affiliations and roles. This will ensure that any perceived or actual conflicts of interest can be suitably managed during meetings.

Workplace Health and Safety

WHS Report provided by EO to:

- a. outline incidents reported since the last meeting (or last report). Incident reports to include action taken to mitigate future incidents.
- b. Identify any trends that require a safety review or action
- c. Update on the status of the buoys proposal provided to the Lake User Group

Rowing ACT WHS obligations:

Rowing ACT must comply with WHS legislation as an employer and as manager of competitors and volunteers. As we work with ACTAS as a partner and user of their facilities we must comply with ACT Government WHS requirements and can be subject to audit. We also have compliance requirements with Rowing Australia as the National Sporting Organisation and as a tenant in the Rowing Australia headquarters. Rowing ACT must work to provide events and regattas that are safe and meet WHS standards. Rowing ACT should also assist and monitor WHS compliance within the ACT Rowing community and provide a safe place for the rowing community and visitors to train and compete. Rowing ACT must work with other lake users, through the Lake User Group, to ensure that we are safe users of the lakes we train on. We have a responsibility to consider on-water and off-water safety issues.

Recommendations:

- a. Rowing ACT should commence work on a WHS Review to identify our compliance responsibilities and areas that require rectification. This work might be contracted to a suitable safety consultant.
- b. Rowing ACT should establish and maintain a Risk Register that would include WHS risks along with governance risks
- c. Rowing ACT should establish and maintain a Register of Incidents to allow assessment of trends

Board Action: *Agree/Not agree/For Further discussion - each recommendation to be considered by the Board.*

Feedback (complaints and compliments)

Rowing ACT occasionally receives complaints from members of the rowing community. At the moment these complaints are ad hoc and are normally raised by email. The Credentials Sub-Committee has been established to address complaints or requests for review relating to regattas. There is no clear way for individuals to express their concerns and have visibility of the outcomes.

Recommendations:

- a. Rowing ACT establish a Feedback register to allow us to monitor complaints and compliments, assess trends and ensure that all complaints and compliments are dealt with appropriately

- b. Rowing ACT consider establishing a Complaints Policy and process

Board Action: Agree/Not agree/For Further discussion - each recommendation to be considered by the Board.

Items for decision:

a. Men's Single Scull trophy

A local rowing family has asked if they can donate a trophy for the Men's Single Sculls at the ACT Championships. We currently have a women's trophy, as well as under-19 men's and women's trophies, but nothing listed for men's singles.

Board Action: Agree/Not agree/further discussion required - that a trophy would be welcomed by Rowing ACT for award to the Men's Single Sculling champion at ACT Championships.

b. BRO boat licence subsidies

Rowing ACT has received a query about whether we would subsidise (partially or fully) boat licences for BROs. Full details of the proposal to be sent to the board before the meeting.

Board Action: Agree/Not agree/Further discussion required – that BROs can be supported with a partial or fully subsidised boat licence.

c. Director of Finance

Following the 2019 Rowing ACT AGM Kent Peters has agreed to become the new Director of Finance. The Board is requested to confirm this appointment.

Board Action: Agree/Nor agree that Kent Peters is appointed as Rowing ACT Director of Finance.

Items for discussion

a. Regatta Program Update

Rowing ACT EO will update the Board on up-coming regatta and event planning

b. ACT Head Coach Recruitment (Board only discussion)

Following the untimely passing of Nick Garratt, Alison Creagh has led the recruitment process for a new Head Coach. Alison to provide and update on this process.

c. Rowing ACT staffing (Board only discussion)

Discussion regarding Rowing ACT positions and roles.

d. Strategic planning session

With the current Rowing ACT Strategic Plan due to expire in 2020 and with an expanded focus for the Regatta Sub-Committee, a strategic planning session outside of the regular board meetings is requested. Board to discuss timings for this.

e. November/December Board meetings

Confirmation of dates for the November and December Rowing ACT Board meetings.

f. ACT Masters Commission representative

At present Alison Creagh is the ACT representative on the Masters Commission. The Board is asked to discuss the best way approach to seek a suitable candidate for this role.

g. Rowing ACT uniforms and blazers

Some suggestions will be provided on options for Rowing ACT uniforms and blazers for individuals and officials representing the ACT.

h. Infrastructure update

An update to be provide on current Rowing ACT infrastructure.

i. Interstate Masters Selection Policy

An Interstate Masters selection policy needs to be developed in consultation with the Master community. The selection policy should be issued by December 2019 to allow Masters to prepare for Interstate selection

Items for noting

a. **ACT Para strategy**

An offer of support has been received to assist with developing a Para-rowing strategy for the ACT.

b. **Good Sports Program**

Rowing ACT has been approached by the Good Sports Organisation. They are a nationally funded and free program to support community clubs with the aim of minimising risk and assist clubs in meeting their duty of care. Rowing ACT will examine if it should be part of the Good Sports Program.

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	127 entries, 270 seats	Emailed schools to see what kind of novice numbers we will have for BRO and volunteer numbers. Kinross visited in 2018, not attending this regatta in 2019
Tuggeranong Cup	02/11/19	With ACT Land Use, followed up October 4, 15	24 entries, 96 seats (cxl on day)		Promotions begun on social media & to clubs. S John away, K Wiseman to fill in, A Creagh BOD
Radford/Daramalan	09/11/19	NCA & ACT Land Use approved.	252 entries, 618 seats (CGGS/Marist Regatta as second pointscore regatta)		Kinross Wolaroi expected
CGGS/Marist	23/11/19	NCA & ACT Land Use approved.	242 entries, 530 seats (Daramalan Regatta as third pointscore regatta)		A Creagh, S John, G Northam, E Bien, A Charlton, N Hunter all to Rower of the Year awards in Sydney that night. K Wiseman from midday.
Twilight Regatta	07/12/19	NCA & ACT Land Use approved.	N/A		
CGS	01/02/20	NCA & ACT Land Use approved.	307 entries, 803 seats		A Chinn BOD
ANU	15/02/20	NCA & ACT Land Use approved.	343 entries, 777 seats (cxl partway)		
CLRC Sprints	23/02/20	Waiting approvals	39 entries, 84 seats		

CRC Grade Championships	29/02/20	NCA & ACT Land Use approved.	171 entries, 402 seats (ADF Regatta; pointscore not championship)		
ACT Head of the Lake	14/03/20	NCA & ACT Land Use approved.	296 entries, 863 seats (included doubles)		
ACT Championships	14-15/03/20	NCA & ACT Land Use approved.	358 entries, 835 seats (included Masters events)		
ACT Masters Championships	04/04/20	NCA & ACT Land Use approved.			