

## SRASA BOARD OF DIRECTORS MEETING

**MEETING:** Board Meeting Monday 24 January 2011

**LOCATION:** 6pm for a 6.15pm start  
Racquets SA

### **1 ATTENDANCE**

#### **1.1 Present:**

S. Abishara (SAb)            G. DeVizio (GD) 6.30pm    C. Johnstone (CJ)  
A. Proctor (AP)            P. Teale (PT) Chair        M. Goldstone (MG)

#### **Ex Officio:**

P. Sinnott (PS) - General Manager

#### **1.2 Apologies:**

D. Giles (DG) (resigned from Board effective 24 January 2011. Casual Board position available – Board to determine skill gaps, and recruit suitable candidate to fill skill gap.

S. Allan (SA)  
A. Ryan (AR)

#### **1.3 Guests:**            John Cranwell (JC) – Pathways Manager Jane Intini (JI) – Marketing Manager

### **2. CONFIRMATION OF THE MINUTES**

2.1 Confirmation of the Minutes of the Board of Directors Meeting held on 13 December 2010

*Moved: Philip Teale                      Seconded: Cheryl Johnstone                      Carried.*

### **3. ITEMS ON AGENDA (Reports Circulated Electronically Prior to Meeting)**

#### **3.1 Junior Development 6 Month Review**

MG Noted higher standard of reports and good level of detail and easy to read. Pathways Manager gave an overview of his report.

#### **RECOMMENDATIONS**

- 3.1.1 Squash SA to only work with the AASC program when two or more of the following conditions are filled:
  - i. School is within 5km of a centre
  - ii. The School agrees to attend the centre for 1 or more sessions
  - iii. The School will allow Squash SA to attend earlier in the day and run school sessions
- 3.1.2 Development Officers continue to capture the 'Conversion'/retention statistic in their zones
- 3.1.3 Capture statistical data from centres that is not captured due to programs not being facilitated by Squash SA. *(keep data separate to Centres data, to see what is working)*
- 3.1.4 Facilitate participation programs (previously Bullseye) and Talent ID sessions at schools in an area only when numbers are down at Junior Club Programs. These sessions are to incorporate at least one Centre visit.

- 3.1.4 Increase the number of Focus Schools so that each Centre has one Focus School. Sign of on long term agreements when possible.
- 3.1.5 Target all centres equally where possible so that an even number of juniors are exposed to each centre each year.
- 3.1.6 Attract Junior Participants who already attend centres and who have an already established interest in squash.
- 3.1.7 Establish a strong coaching network to ensure each zone and centre has a Junior Coach available to sustain programs. *3.1.7 to include: Coaching career path on website and email all Coaching Information and Courses.*
- 3.1.8 Endorse the Future Stars Branding for all Squash SA Junior Programs.
- 3.1.9 *Source/produce "squash dvd" to show at schools etc, as opposed to trying to vocally explain the sport.*

*Moved: Cheryl Johnstone*

*Seconded: Sam Abishara Carried.*

### **3.2 2011 Senior Tournament Calendar**

Pathways Manager discussed the outcome of brainstorming meeting held in December 2010.

#### **Recommendations**

- 3.2.1 To redirect Senior Tournaments into 'Social Events'
- 3.2.2 To conduct two events in 2011. The first in March or April and the second the week prior to the SA Open. Option for a possible third event in September depending upon success of first two events.
- 3.2.3 To accept the 2011 Tournament Calendar (*including racquetball events – junior and senior*) and forward to stakeholders.

*Moved: George DeVizio*

*Seconded: Alissa Proctor*

*Carried.*

### **3.3 2011 Junior Tournament Calendar**

Pathways Manager gave an overview of Junior Tournament Calendar, explained discussions with various groups.

#### **Recommendations**

- 3.3.1 Squash SA to approve the Tournament Structure to be introduced from February 2011 for selection of players to the State Junior Team.
- 3.3.2 Squash SA to approve the venue payment structure for Junior Tournaments.

*Moved: Philip Teale*

*Seconded: George DeVizio*

*Carried.*

### **3.4 South Australian Squash Referees Association Budget Allocation Policy**

Acknowledgement of Referee's duties noting the introduction of Referee payment would recognise their efforts as well as encourage the recruitment of new referees. Squash SA would pay Referee's Association, not individual Referees – Association spend as they see fit on training/development, paying referees etc. Memorandum of Understanding to be created.

#### **Recommendations**

3.4.1 To accept the Policy SSA050 'South Australian Squash Referees Association Annual Budget Allocation

*Pending budget review.*

*Moved: George DeVizio*

*Seconded: Cheryl Johnstone*

*Carried.*

### **3.5 Performance Pathways Coaching Team Terms of Reference**

Pathways Manager gave an overview of Coaching Team meeting.

*MG - Include Match/game exposure and strategy.*

#### **Recommendations**

- 3.5.1 To accept the Terms of Reference for the Performance Pathway Coaching Team and have all Coaching Team members sign off on the Agreement.
- 3.5.2 All coaches are to sign off on the Squash Australia NCAS Coaches Code of Behaviour' (attached 9.1) which is part of their coaching accreditation process.
- 3.5.3 Coaching Team is to sign off on the 'Coaching Team Position Description and Remuneration' (attached 9.2).
- 3.5.4 Coaching Team Leader to manage the Coaching Team within the framework of the 'Coaching team Terms of Reference'.

*Move: Sam Abishara*

*Second: Alissa Proctor*

*Carried.*

### **3.6 2011 Marketing Operations Plan**

Marketing Manager spoke to the Board and showed a Powerpoint presentation, explaining Australian Live TV business in trouble, and out of contract now. Jane recommended replacing ALTV with Squash SA Squashcast. Hoping to produce a squashcast story at least every fortnight. Footage archived, readily accessible. Need to purchase a video camera (under \$1,000), plus tripod - \$60-\$80. Estimated \$5,000 annually required for squashcast program.

Squashweek being held 11<sup>th</sup> to 19<sup>th</sup> June. Marketing Committee meeting Monday night to organise the weeks' events. Gala Dinner is open to all players, referees, elite players and social players at a subsidised rate. Entertainment and venue to be organised by Marketing Committee. Squash SA staff to help with preparations.

Life. Be in it. Retro squash specific ad with family playing squash. Modify to show squash from retro through to modern street squash image. Depending on pricing, run retro ad only. Ads on tv, free "community advertisement".

Bi-annual glossy magazine, Tanya to take on Boast. Marketing Committee to work on costings etc, no cover price for Magazine. By second issue, cost covered by advertising income.

### **Recommendations**

- 3.6.1 Squashcast will replace WebTV as the social media marketing tool for Squash SA marketing. Squashcast will be live by 1 March 2011.
- 3.6.2 To formalise a partnership with 'Life. Be in it' and establish 'Life. Be in it'/Squash SA cross promotional television ad to promote Squash Week. Television commercial to be finalised by 1 April 2011.
- 3.6.3 To run Squash Week promotion Friday 10 June to 20 June. To engage Marketing Committee as the working group to coordinate this event with Staff.
- 3.6.4 To run Squash SA Gala Dinner on Saturday 18 June 2011. Squash SA Staff Working Group to be formed to organise the event in conjunction with Awards and Advisory Group.
- 3.6.5 To circulate one Media Release per week, cumulating in 2 x editions of Squash SA Magazine. Squash SA Magazine to be published 1 May 2011 and 1 November 2011.

Jl and PS explained all marketing initiatives fell within the 2010/2011 Operational budget.

*Move: Alissa Proctor*

*Second: Sam Abishara Carried.*

### **3.7 Squash SA Office Relocation**

General Manager spoke on new office location. Recreation SA to move in to South Adelaide Squash office area. PT discussed budget implications of Squash SA leasing a new office space, which will result in budget cuts in 2011-2012.

*PT - Lease: \$12,500 for February to 30 June.*

*CJ – fall in Racquets income, will it affect future income. PS explained we are achieving projected turnover however RTP % is down (9.7 to 9.3). Following financial advice, the need to investigate further the leasing of game machines versus purchase of machines with cash/capital.*

### **Recommendations**

- 3.7.1 The Board approve the relocation of the Squash SA office to 440 Goodwood Road, Cumberland Park
- 3.7.2 The General Manager and President to sign off on the lease agreement with Brock Harcourts.

*Move: Philip Teale*

*Second: George DeVizio Carried.*

### **3.8 2011 South Australian Racquetball Tournament**

Sam Abishara reported that tenders were received for hosting the 2011 South Australian Racquetball Tournament. The Racquetball Committee recommend to host the event at Karadinga, as the Event was held at South Adelaide last year. Historically the event has been alternated between north and south.

### **Recommendations**

3.8.1 That Karadinga Sports Club be selected to host the 2011 South Australian Racquetball Tournament

*Move: Philip Teale*

*Second: Georg DeVizio Carried.*

### **3.9 Junior Coordination Advisory Committee Meeting 23 January 2011**

Pathways Manager provided an overview of the Junior Coordination Advisory Committee Minutes. Junior Fundraising will be raising money to help Juniors' pay for the 2011 AJC in Melbourne.

#### **Recommendations**

- 3.9.1 Squash SA to formulate a South Australian Junior Ranking Policy as soon as possible.
- 3.9.2 Squash SA to merge all contact information of juniors into a single database ensuring all errors are picked up.
- 3.9.3 State Junior Development Squad members and the Emerging Athlete Funding Program athletes names be forwarded to the Junior Coordination Advisory Committee for final approval by January 31, 2011
- 3.9.4 Pathways Manager to contact each athlete attending the NJS to finalise travel and accommodation arrangements. Final arrangements to be made by Feb 13 at the Norwood Junior Skills Tournament.
- 3.9.5 Pathways Manager to call for expressions of interest for the positions of Head Coach, Assistant Coach, Team Manager and Team Cook for the 2011 Australian Junior Championships to be held in Victoria.
- 3.9.6 Squash SA to add the recommendations for Junior Rankings to the South Australian Junior Ranking Policy as it is formulated.
- 3.9.7 Remove the National Teams Championships event from the Junior Calendar. Separate the events of the AJC and NJS into their individual events.

*Upload Committee minutes to Squash SA website.*

*Move: Sam Abishara*

*Second: Philip Teale*

*Carried.*

## **4. GENERAL MANAGER'S REPORT**

### **4.1 General Overview Report**

Phil Sinnott provided an overview of operational matters.

## 4.2 Squash SA Office

As discussed in 3.7

## 5. **FINANCE** (Reports Circulated Electronically)

Finance and Advisory Committee meeting Friday 4 February 2011. Key topics include income statements and balance sheets for Squash SA and Racquets SA, Mid Year Budget Reviews, Racquets Carpark plans and tender and loans and cashflow.

### 5.1 Income Statement Racquets SA / Squash SA

**Racquets** budget, meeting gaming turnover, net gaming return down, but should turnaround.

Bar Sales down 2.7%,

Kitchen – loss 3%, adjust subsidy to reflect carpark delays. Promote kitchen, better promotion/marketing of bistro. 8hrs/week marketing allocated to Racquets Bistro undertaken by the Marketing Manager .

**Squash** budget, Volunteers expenses/recognition, backpay – wasn't budgeted for. Computer expenses and photocopying up due to extra staff and output.

Pennant – Registrar payment not in budget.

PT spoke that after the Finance/Advisory meeting we will be in a better situation to forecast future cashflows.

*The Board approved the December Income Statements for Squash SA and Racquets SA.  
Noted the Board Mid Year Budget Review Meeting is scheduled for 7 February 2011.*

*Moved: Alissa Proctor*

*Seconded: Cheryl Proctor Carried.*

### 5.2 Bank Statement

PS to email Bank Statements to the Board.

### 5.3 Financial Summary Report

As above.

## 6. **GENERAL BUSINESS**

### 6.1 Committee – Appointment and Ratification of Committees

Table for Committees.

*Combine Senior Coordination and Awards Advisory Committees, as applications weren't received from all nominees.*

*Recognise Sub-committee of Pennant Committee on website and Organisational Function Overview Charts – State Women's Committee (Mandy Neller and Alissa Proctor).*

*Place all Advisory Committee Members on website. Board approve members of Squash SA Advisory Committees as submitted by candidates.*

*Moved: Alissa Proctor*

*Seconded: George DeVizio*

*Carried.*

## **6.2 Barossa Valley Recreation Centre (Mark Goldstone)**

Memorandum of Understanding in draft form. PS to email Stewart a copy of MOU.

For the sum of \$250,000 Squash SA will invest in 6 x ASB courts to be located at the Barossa Valley Aquatic Centre in exchange for long term access. Squash SA will provide a Development Officer to drive participation in the region.

## **6.3 Racquetball Bylaws (Sam Abishara)**

Sam explained the bylaw changes the Racquetball Committee suggested.

*Approve changes noted.*

*Moved: George DeVizio*

*Seconded: Philip Teale*

*Carried.*

## **6.4 Australian Open Racquetball Championship (Sam Abishara)**

Potential to hold at Barossa Valley.

## **6.5 Racquets SA Refurbishment (Phil Sinnott)**

Racquets SA development. Architect to attend the 21 February Board Meeting to provide an overview of the proposed refurbishment.

## **6.6 Pennant Committee Report (Alissa Proctor)**

Outcome of Tribunal, Geoff Davenport told his version of events. Letter being sent by the Pennant Registrar to prevent further instances. Stricter on finals venues changes in future.

Approved Matrix adjustment form, once per Season. Pennant Committee forum/website for FAQ, explaining referees, tribunal process, finals qualifications, on court behaviour, and maybe a "whistleblower" section for poor sportsmanship/behaviour.

Survey of all pennant players/season: Tanya to collate, "pennant committee" at squasha.com.au (rename from pennant registrar).PS mentioned pennant workshop, after survey results in.

Registered players, Clubs need to make sure all players registered – chase, but no penalty. Once online registrations, will be easier. March Junior Tournament online, to test online nominations.

"Blockbuster" State 1 matches (advertise pennant matches), advertise on facebook/website. Get footage of these matches, then put online as well. Suggested state v state with one team, victoria - Showdown match, during squash week?

State 1 ladies proposal from Mandy for next Board meeting.

7. **POLICY**

7.1 Board Director Travel SSA048 (under review). Item carried over.

8. **CORRESPONDENCE**

In

8.1 Impact Health Club – FEG  
Board to review FEG policy.

8.2 Squash Australia – Matrix  
Matrix - \$2.70/player per season. Support purchase of the Matrix by Squash Australia, so we pay them fee instead, and Squash Australia will continue to upgrade Matrix and make it a better system. Squashlink no longer an option.

8.3 Revenue SA – Land Tax Objection  
Revenue SA, standard response letter so far. Investigate professional advice.

Out

8.4 Impact Health Club  
8.5 Prince Alfred College  
8.6 Hon Patrick Conlon  
8.7 Geoff Davenport

9. **SQUASH AUSTRALIA**

9.1 Association Update

Squash Australia Board coming to Adelaide. Both Boards to meet socially on Friday 11 February.

10. **NEW BUSINESS**

No new business.

11. **CONFIDENTIAL ITEMS**

A discussion regarding Development Officer employment was held in camera.

**BOARD DIARY**

February Meetings

7 February 2011, Karadinga, Mid Year Budget Review

11 February 2011, Squash Australia Board - Social

21 February 2011, 440 Goodwood Road, Cumberland Park (Alissa apology)

13. **CLOSE MEETING**

Meeting closed at 10.40pm.