



SRASA BOARD OF DIRECTORS MEETING

MEETING: Board Meeting Monday 25 November 2013

LOCATION: 5pm, AMP Building, Level 1, 175 Fullarton Road Dulwich

1 ATTENDANCE

1.1 Present:

S. Abishara (SAb)	G. DeVizio (GD)	L. Franzl (LF)	C. Johnstone (CJ)
P. Stevens (PSt)	P. Teale (PT) (Chair)	K. Tessari	

Ex Officio: P. Sinnott (PS) - General Manager

Guest Speaker: Rob Dowling (Former CEO, YMCA SA)
James Rogers (Development Officer)

1.2 Apologies:

There were no apologies.

2. CONFIRMATION OF THE MINUTES

Minutes from 26 August 2013 approved with minor amendment regarding withholding money until BRM report is finalised.

Moved: Cheryl Johnstone Seconded: Sam Abishara Carried.

September minutes (follows AGM) to be sent to Board for approval via email.

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

3.1 Racquets SA Club Manager Position (PS)

Discussions held in camera.

3.2 Racquets SA Bistro Operations (PS)

Kym Leak at Spring A Foods approached PS expressing his intent to retire. Rob Dowling and PS have met with Kym to discuss options in detail and have analysed the financial reports provided by Spring A Foods. Rob and PS presented a report that considered merits of management of the Bistro inhouse.

PS and RD talked to the Bistro briefing paper that was circulated to the Board prior.

Discussion:

- Platinum membership and meal discounts subsidised by Racquets SA
- 4-5 years record of cover number and Bistro turnover. Current chef and staff will stay and start afresh with their entitlements. New Club Manager would have the experience to manage the Bistro operations. The only outlay not budgeted for is stock on hand and payroll tax.



- Pros include the sharing of staff, bar staff and table service for drinks. Cross promotion and staff ownership of every part of the business.

MOTION: Racquets SA will assume the inhouse management of the Racquets SA Bistro at the end of contract (effective 1 January 2014), to undertake ongoing review of the Bistro operations via regular performance reports prepared by the Club Manager.

Move: Lynton Franzi

Second: George DeVizio

The Board thanked Rob Dowling for his insight and reporting on Bistro operations.

3.3 Somerton Squash Club (PS) (in camera)

Discussions held in camera.

3.4 Senior Coach Report, AJC 2013 (JR)

JR spoke to 2013 Australian Junior Championships report. 12 male 10 female players attended, with Alex Haydon winning under 13 girls. JR mentioned that the Haydon family will be moving to Adelaide in the next few months. Squash SA state team was used as examples to other states for behaviour, uniforms and professionalism. South Australia finished 3rd which is a fantastic result.

JR hoped to make changes to the program, but since we've done so well this year, we'll only make minor changes. Every 2 weeks, buses to Rex – team bonding, nice facility, swimming, train, doubles. Make it fun. More matchplay sessions with 'public' with kids, let them coach each other etc. Need to keep players interested, but still need hitting focus.

Next year change, middle tier squad – elite talent squad (5-8 athletes), middle tier Fridays 4 – 6pm. U19s that have aged out to come back in mentor capacity.

For 2014 Squash SA reduced the number junior tournaments, but senior tournaments will increase and juniors will be encouraged to play these.

JR is working with 3 younger girls every Wednesday to transition into the squad on Wednesdays. Impact camp in December to scout for new under 13's. The camp is booked out.

Wayne Aspinall is the new chair for the JACC. Lucas Norman has joined the Committee, with Kaye Reeves and Grant Norman resigning. Need female representative for the Junior Committee.

PS, JR, PT and WA meeting with Squash Australia 26 November 2013, Squash Australia funding cut from \$10,000 to \$3,000 with more expected from States to meet funding requirements.

JR – structures well in place, good marketing and good centres (nice environment for juniors) are needed. What can Board do to help achieve more; ideally give more court time with the squads and nicer venues for the squads to train at. Clubs to run more junior programs, offering different nights to play.

Board asked how to maximise juniors success from AJC. JR spoke that schools where girls succeeding are aware of their achievements. Suggested to take the under 13 girls to Barossa schools so they can talk on what they achieved and how.

Nominated girls for the Sports star of the year award via Messenger press.

Bus stop advertising is also in the design process, for bus shelters near squash centres.



Recommendations for 2014 AJC Perth

- Find apartment style accommodation in the city near the courts
- Find a way to hire minimal busses because parking may be an issue
- Find another preferred clothing supplier
- The Development Squad structure is currently under review, the extra sessions obviously helped us achieve better results but deter some of the older athletes who may want a social life or need to work. A balance of extra training and greater flexibility needs to be found.
- Recognition for Karen Cope and Karen Burnard as exiting Team officials in their final year.
- Succession plan has begun for replacement Team Cooks
- Special presentation dinner took place on November 16 at The German Club to celebrate the most successful AJC in 16 years

The Board agreed with the recommendations put forward, and congratulated the juniors, coaches and team officials involved with the 2013 AJC.

4. **GENERAL MANAGER'S REPORT**

4.1 General Manager's Report

Quarterly Meetings Minister Leon Bignell and Shadow Minister Iain Evans

The GM has established quarterly meetings with the Minister for Sport and Recreation Leon Bignell and Shadow Minister, Iain Evans. The GM will use this opportunity to ensure the issue of aging squash facilities is an issue for the Government to provide assistance with.

Clubs SA Lobby Group

The GM will represent Racquets SA on a Clubs SA lobby Group that will meet Stephen Marshall and Iain Evans on 26 November. The lobby group consists of Squash SA, Parafield Gardens Community Club, Football Federation SA, S.A.N.F.L, Bowls SA, Clubs SA and Clubs Australia. The group will be lobbying better tax breaks for Community Clubs and for venues with Gaming Machines to be eligible for the Community Facilities Government Funding Program. Community Clubs redirect gaming profits to the Community whereas the chain of Private Licensees personally profiteer some \$700M per year.

SISDIP Funding

The Office for Recreation and Sport 2014/15 Sport and Recreation Development and Inclusion Program (SRDIP) provides financial assistance to support to projects that:

- Improve organisational performance
- Develop new or improved participation programs/pathways or events
- Support talented athletes
- Support club development and volunteer management initiatives
- Provide sustainable opportunities for targeted populations

Funding submissions close on Monday, 9 December 2013. Squash SA will be submitting the following funding applications:

Project	Overview	Funding Requested			
			2013/14	2014/15	2016/17
Squash SA Performance Pathways Program	Squash SA is committed to providing pathways that support South Australian squash athletes to achieve success at a Local, State, National and International level.	Squash SA	\$63,000	\$65,000	\$67,000
		Squash	\$3,000	\$3,000	\$3,000

	Squash SAs Performance Pathway Program consists of 4 athlete categories - Club, State Squad (Development), Emerging Athlete Squad and Talented Athlete Squad. A State Coaching Pool coordinates athlete training and skill development opportunities delivered via the local club, State Squad and National Squad / Training Camps. The application seeks funding from ORS to subsidise the Squash SA high performance program: • Financial support to aid travel to National and International Tournaments • Technical one on one individual coaching • Technical group coaching • Strength and conditioning program and gym access • Psychology, nutrition and mentoring sessions • State and National Squad selection • AIS Talent Squad Training, AIS Camps, AIS Scholarships	<table><tr><td>Oz</td><td></td><td></td><td></td></tr><tr><td>ORS</td><td>\$10,000</td><td>\$10,000</td><td>\$10,000</td></tr><tr><td>Total</td><td>\$76,000</td><td>\$78,000</td><td>\$80,000</td></tr></table>	Oz				ORS	\$10,000	\$10,000	\$10,000	Total	\$76,000	\$78,000	\$80,000								
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	The introduction of a Professional Development Conference bringing together Squash Coaches, Administrators and Regional Clubs. The conference will be held at the REX Squash Courts (Barossa). The conference program will include • Aligning South Australian Squash Coaches with the new National Coaching Framework. • Provide club administrators with business improvement and training opportunities aligned to the skill gaps identified from the Club undertaking the Star Club assessment/program. • Active After School Community Coach accreditation • Best Practice business models, participation strategies, facility presentation, and marketing. • Best Practice Child Protection and Child Safe environments The application seeks funding from ORS to subsidise a networking and professional development training conference that will	<table><tr><td></td><td>2013/14</td><td>2014/15</td><td>2016/17</td></tr><tr><td>Squash SA</td><td>\$10,000</td><td></td><td></td></tr><tr><td>Squash Oz</td><td>\$1,000</td><td></td><td></td></tr><tr><td>ORS</td><td>\$10,000</td><td></td><td></td></tr><tr><td>Total</td><td>\$21,000</td><td></td><td></td></tr></table>		2013/14	2014/15	2016/17	Squash SA	\$10,000			Squash Oz	\$1,000			ORS	\$10,000			Total	\$21,000		
	2013/14	2014/15	2016/17																			
Squash SA	\$10,000																					
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Total	\$21,000																					

	ensure the sport works collectively to: • increase the number of new coach accreditations • grow participation based programs • benchmark professionalism so to ensure long term sport viability.				
	Female participation in squash and racquetball has been declining in South Australia for many years and that Women and girls have higher dropout rates than men and boys. From 2012-2013 Squash SA has rolled out the Female Participation Strategy which takes actions to retain current players as well as attract new players. The action plan highlights progress against performance targets and is attached to this application. The application seeks funding from ORS to subsidise the third year of the Female Participation in Squash and Racquetball Program.		2013/14	2014/15	2016/17
		Squash SA	\$10,000		
		Squash Oz	Nil		
		ORS	\$10,000		
		Total	\$ 20,000		

2014 Strategic Planning

Squash Victoria commissioned Steve Whittington to facilitate the 2013-15 Strategic Plan.

Squash SA has many synergies with Squash Victoria and it would make sense to approach a facilitator that has an established understanding of the issues unique to the sport of squash and racquetball.

Steve Whittington resume is attached to this report. The attached draft brief has been prepared for consideration by the Board.

FACILITIES

Campbelltown Leisure Centre

Mark Goldstone, George DeVizio and the GM met with Campbelltown Councils CEO, Paul Di-Iulio and Business Development Manager, Kevin Lowe on Monday 30 September 2013.

Squash SA confirmed that whilst Squash SA is unable to contribute financially to the Leisure Centre Redevelopment, Squash SA is committed to ensure that squash courts remain a component of the redevelopment. Squash SA provided the following intent in writing to Council.

- The relocation of Campbelltown Squash Club to become an anchor tenant at the Campbelltown Leisure Centre will meet the mutual objectives of Council and Squash SA.
- Squash SA is confident the squash courts will be utilised by a program of Squash SA administered competitions and events.
- Squash SA's intends to base a staff member at the Campbelltown Leisure Centre and provide resources to generate sustainable community participation. This model is successful at the Barossa 'Rex' Centre and Ingle Farm Recreation Centre and has seen rapid growth in squash and racquetball at these local government facilities.
- Six multi use squash courts with moveable walls will provide a flexible space that can be effectively programmed to generate income streams outside of squash and racquetball. Interstate and overseas facilities incorporating multi use courts demonstrate the space can be used for badminton, dancing, judo, hockey, community fitness and social functions



The model has the support of Councils CEO and Council will be briefed. Pending Council support, the redevelopment would include six movable Squash Courts despite Squash SA providing no capital, on the premise Squash SA provide an undertaking to relocate the Campbelltown Squash Club and develop Squash programs at the Centre.

The Hub (Aberfoyle Park) Recreation Centre

The GM met with Iain Evans, Shadow Minister for Sport and Member for Davenport on Thursday 7 November 2013. The GM raised the following concerns regarding the recent appointment of private operator, Spa Clubs Fitness and Health, who will assume contract management of the Hub (Aberfoyle Park) Recreation Centre.

The contractor has indicated that a private gymnastics club will be established at the same venue and will run in direct competition to the Hub Gymnastics Club. The permanent Gymnastics Centre will be established in the area previously earmarked by Squash SA and Onkaparinga Council for re-conversion to six multi use squash courts.

Active Club Funding Program

The following Clubs took up this offer and funding submissions have been lodged.

- Ingle Farm Squash (equipment)
- Barossa Squash Club (equipment)
- Christies Beach Squash Club (equipment)

In addition, Squash SA prepared a funding submission on behalf of the Millicent Squash Club under the Office for Recreation and Sport Community Recreation and Sport Facilities Program. The project is to replace the roof at Millicent Squash Club.

Applications closed on Monday 14 October, 2013. Notifications on Friday 20 December, 2013.

SERVICES

2013 Australian Junior Championships

Please find attached the 2013 Australian Junior Championships Report.

2014 Tournament Calendar

Please find attached the 2014 Tournament Calendar. The key changes to 2013 include:

- SA Open will be held at the Barossa Rex and will combine with the SA Junior State Championships. A tournament dinner will be held on the Barossa.
- The number of senior tournaments has increased
- The number of Junior Tournaments has reduced in order to encourage juniors to play senior tournaments

Squash Australia Underpinning Program Support

Squash Australia underpinning program funding has reduced from \$10,000 (2013) to become \$3,000 (2014). The Squash SA President, Chair JCAC, GM and Head Coach will meet with the AIS Head Coach and AIS Development Coach on 26 July 2013 to discuss the 2014 underpinning funding.

COMMUNICATION

2013 AJC Dinner

A special function was held on Saturday 16 November to celebrate the success of the State Teams 2013 Australian Junior Championships results. Thirty five juniors / families along with Board Members Philip



Teale, Kym Tessari and the GM attended function. Each team member was presented with a 2013 AJC training t-shirt as memorabilia.

2014 Gala Dinner

The 2013 Annual Gala event maximised the opportunity to engage directly with Squash SA players and volunteers. The Gala event continues to grow in popularity and in June 2013 attracted 250 guests.

Whilst the event ran at a financial loss, the event is a tangible and popular player benefit which provided Squash SA with a mechanism to engage with our membership.

The 2014 Gala Dinner will be held on a separate weekend to the 2014 SA Open.

The Gala Dinner will be held in the Mathew Flinders Function Room, Adelaide German Club, 223 Flinders St, Adelaide. The venue has the capacity to host 300 guests. www.thegermanclub.com.au

The Gala Dinner aims to break even:

- Sponsor – Adelaide German Club and Anvers Wines
- Reduced venue hire, meal cost and AV fees to previous years

Representation

The General Manager represented Squash SA at:

- Funeral, Life Member John Chapman
- Funeral, Sport, Dean Higgins
- 2013 Sport SA Awards Night

GOVERNANCE AND ADMINISTRATION

Working with Children – Policy

As part of Squash SA's ongoing commitment to establishing and maintaining child safe and child friendly environments, Squash SA have recently reviewed and updated our Child Safe Policy and associated procedures.

Accordingly, Squash SA now require all staff, contracted coaches and junior club programs that receive a Squash SA rebate to obtain a Criminal History Assessment particular to child-related employment. This requirement supersedes the National Police Check as previously required. The cost of the new screening will be borne by Squash SA (circa \$1,800).

All staff and coaches have been advised of the procedure required to undertake a DSCI Criminal History Assessment particular to child-related employment.

2013 Annual Report – Balance Sheet Discrepancy

The 2012/13 Audited Statement reports a reduction in the value of the glass court in the balance sheet of \$25,000 and there has also been a \$25,000 cost in the Squash SA summary of trading.

A query that has been raised is in regard to the separate reduction of the members funds in the balance sheet of \$25k which is not a double book entry.

Auditor and Finance Officer are investigating this issue and will provide an explanation and or rectify this error. Any change to the Balance Sheet must be re tabled with the members for endorsement at an extra ordinary meeting of at the 2014 A.G.M.



2014 Call for Advisory Committee Positions

Squash SA newsflash shout out on 07 November called for Advisory Committees Members.

- *Are you looking for a professional development opportunity?*
- *Do you have skills that can be utilised in a group striving for a common goal?*
- *Would you like to give something back to the squash community?*
- *Have you ever thought "I should do that"?*

For a small amount of your time, you can:

- *share and learn new skills and ideas*
- *learn about how a sport is administered*
- *contribute to development*
- *make a difference*
- *achieve personal and professional growth*

Racquets SA

In addition the General Manager and Rob Dowling have convened a full Racquets SA staff meeting to address

- Establishing clear performance expectations
- Introducing new operational procedures for purchasing and procurement stocktake, loading of bonus points, the platinum membership loyalty program, accurate gaming statistics, daily shift reconciliations, daily banking.
- Address and resolve staff disharmony and cultivate a sense of teamwork
- Rectify inadequate staff rostering and recruit staff

The General Manager and Rob Dowling have met with the Bistro contractor, Spring A Food Services. The Contractor indicated he hopes to retire in the near future and has asked if Racquets SA would be interested in taking on the Bistro Operations. The Bistro contractor was asked to provide the Spring A Food Services 2011 and 2012 financial records, which were provided to Racquets SA on Thursday 09 October.

A separate briefing paper will discuss the options for the Bistro. This Board Agenda item will be held in held in camera.



Executive Report: June 2013 Financials

Racquets SA

Racquets SA SUMMARY NET PROFIT / (LOSS)	Month Sept	Month Sept	Year to date 2013/14	Variation	Annual Budget	
	Actual	YTD Actual	Budget	TYD / Budget	EOY	Comment
Admin	28,744	63,475	49,308	Up 14,167	172,206	Computer expenses, investigation / consultancy, property rates and taxes. Some costs recoverable with insurance claim.
Bar	1240	10,974	13,359	Under 2,385	59,750	Bar sales should increase summer and festive months.
Bar Catering	60	242	360	Under 118	1,140	Tracking to budget.
Gaming	66,321	208,561	180,877	Ahead 27,684	689,975	Income up \$22,000 and expenses down by \$5,000
Kitchen	3,362	8,717	9,905	Under 1,188	39,620	Tracking to budget.
NET PROFIT	35,515	147,585	135,383	Ahead 12,202	539,339	Profit ahead of budget



Executive Report Financials: Period Ending June 2013

Squash SA

Squash SA SUMMARY NET PROFIT / (LOSS)	Month Sept	Sept	Year to date 2013/2014	Variation	Annual Budget (EOY)	<u>Comment</u>
	Actual	YTD Actual	Budget		Budget	
Admin	25,027	77,892	85,907	Under 8,015	262,282	Income and expenditure tracking to budget.
Pathways	4,084	51,232	46,950	Over 4,282	149,750	AJC expenses to be invoiced and will correct over expenditure
Pennant	6,551	15,945	12,350	Ahead 3,595	2,550	Fee Collection model is reflective in the pennant income cash flow
Racquetball	2,573	2,573	3,450	Under 877	2,950	Tracking to budget.
Regional Dev.	1,079	1,242	1,310	Under 68	400	Tracking to budget.
Senior Tourn.	0	0	0	0	4,000	Tracking to budget.
TOTAL	34,168	111,848	143,067	Ahead 31,219	209,256	Expenditure below budget

4.2 OHS Report

No OHS incidents or accidents to report.

5. FINANCE (Reports Circulated Electronically)

5.1 Income Statements Squash SA and Racquets SA

Gaming is up, expenses are down. Talk to insurance to see what evidence is needed to get money back.

6. GENERAL BUSINESS

6.1 Australian Racquetball Open

Australian Racquetball Open banners options were circulated to Board for feedback.

General Managers Review

MG, PT and CJ met for review of the GM's performance. The panel are speaking with a HR consultant to manage the 360 review process.

7. POLICY

No policies to note.

8. CORRESPONDENCE

In

Out

Somerton Squash

9. SQUASH AUSTRALIA

10.1 President's Council

Squash Australia's Presidents Council meeting this Saturday in Sydney. PS can go if no one else is available. 3 states have put in their apologies. With PS's other commitments, the Board suggested Squash SA be an apology.

10. NEW BUSINESS

No new business.

11. CONFIDENTIAL ITEMS (IN CAMERA)

3.1 Racquets SA Club Manager Position (PS)

Allegations

3.5 Somerton Squash Club (PS) (in camera)

12. BOARD DIARY

Next Meeting: Monday 20 January 2014 (calendar invite TV)

Racquetball dates/functions – information booklet to Board (calendar invite TV).

13. CLOSE MEETING

Meeting closed at 8pm.

President, Philip Teale