

MINUTES OF THE CSA BOARD MEETING – 19th March 2018

DATE: 19th March 2018

TIME: 09h00

VENUE: Crusaders Canoe Club - Durban

ANNEXURES: Circulated to Board prior to meeting

PRESENT

Name	Province/Position	Abbrev	Distribution
Kim Pople	President	KP	president@canoesa.org.za
Colin Simpkins	Secretary General	CS	sg@canoesa.org.za
Tim Cornish	Co-opted Board Member	TC	cornishtj@gmail.com
John Oliver	Administrator	JO	kncuad@sai.co.za
Walter Ulrich	Financial Manager	WU	finance@canoesa.org.za
Janet Simpkins	Development Coordinator	JS	dev@canoesa.org.za
James Tutton	KNCU Chairman	JT	titan@iafrica.com
Chris Opperman	ECCU Chairman	CO	chris.opperman@gmail.com
Eric Farringer	WCCU Chairman	EF	pickwick@mweb.co.za
Waldo van der Linde	CDCU Chairman	WL	waldovdl@upington-online.co.za
Wayne August	PDI Board Member	WA	wayneaugustcoaching@gmail.com
Hayley Nixon	Female representative	HN	hayleszn@gmail.com
Ant Stott	Paddler representative	AS	stott.ant@gmail.com
Malcolm Stothard	GCU Representative\ CSA Marathon Chairman	MS	malcolm@setkayaks.co.za
Barry Lewin	Surfski Chairman	BL	barry@barrylewin.co.za
Craig Mustard	CSA Sprint Chairman	CM	mustardcraig@gmail.com

APOLOGIES

Chad Andrews	GCU Chairman	CA	chad@canoconcepts.co.za
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ADDITIONAL DISTRIBUTION

CSA Website			

DATE, LOCATION & TIME OF NEXT MEETING:

Date: TBC (July)

Location: Crusaders Canoe Club

Time: 09h00

MINUTES BY: Janet Simpkins

NOTE

All present are expected to make notes of items concerning them for their action and follow up timeously. Non receipt of these minutes will not be regarded as a reason for lack of action. Any queries regarding actions to be taken should be referred to the Secretary General.

Item	Description	Action	Date
1	Welcome and Attendance		
	As per the attendance register above. Apologies received from Chad Andrews. KP welcomed all and brief introductions were observed. MS, WvdL, AS and HN were officially welcomed to their first Board meeting.		
2	Notice of Meeting		
	Notice of the meeting was sent electronically on 6 th February 2018.		
3	Confirmation of previous minutes		
	Proposed by JT and seconded by CO.		
4	Matters arising		
	No matters arising.		
5	SRSA Funding		
5.1	Need to spend or commit expenditure of at least R100k by 31 st March.		
5.2	New funding cycle begins 1 st April. Expecting the same allocation in the new financial year – around R600k.		
5.3	The new SRSA funding will hopefully include another allocation towards the Junior & U23 Sprint tour. The bulk of the funds however is specifically allocated towards development projects.		
5.4	CS mentioned that he and KP had made numerous attempts to set up meetings with SRSA in order to discuss our funding model, to no avail.		
6	Lotto Funding		
6.1	WU indicated that the R250k Lotto was still outstanding. Having just closed off a previous grant, this might now allow for the release of new funds. He noted the difficulty in having to deal with a regional office instead of the National structure in obtaining any kind of information from them.		
6.2	WU suggested that we consider cancelling the R250k Lotto (if it didn't come though soon) and apply for a new grant in the hopes the Federation would be awarded a larger amount.		
6.3	WU pointed out to Union Chairmen that the incoming R250k did not reflect in their current development budgets as yet.		
6.4	KP noted that neither the SRSA nor Lotto grants make provision for HP funding and that sadly our HP set-up would have to continue to be largely self-funded.		
7	Development; including changes to the Bylaws		
7.1	JS presented her Development Overview for the period Oct 2017 – March 2018.		
7.2	Important areas for Union relevance included the correct branding of Lotto equipment and acknowledging all sponsors of their development initiatives. JS urged all Union Chair to relay this message to clubs and coaches. Board decided to work on a "branding pack" allocated to each Union for their events. Would be displayed at races and	Union Chair	

	showcase SRSA and Lotto as main contributors to our projects.	JS	
	Furthermore KP and JS to work on coaching the coaches\paddlers on HOW to thank sponsors. Run awareness campaigns.	KP, JS	
7.3	TC proposed we investigate a joint partnership between clubs and local boat manufacturers in offering boat building courses, much like the ICF's joint operation with Nelo. Could be an avenue to job creation too.	JS	
7.4	Proposed changes to the Bylaws were approved by the Board.		
8	Finances		
	KP asked the Board to reflect on their role as the CSA Board. She noted the Constitution stated, we as Board, determine the strategic direction. It is then a Board responsibility to take information back to Unions to feed back to clubs. Board role to positively move forward. KP played short video clip by speaker, Michael Jackson – on looking ahead and moving forward.		
8.1	WU presented his 'Board Pack' that was circulated electronically prior to the meeting. This included both the forecast for the year ending March 2018 [a loss of R32k], as well as the budget for the year ending March 2019 [a loss of R65k]. WU indicated that the March 2018 forecast was a conservative estimate and hoped to end up more on a break even basis for the year once final.		
8.2	The March 2019 budget already takes into account the anticipated Dot Cloud expenses for that year. Taking into account that the new system would aim to 'go live' on 1 April 2019, the season 2018\2019 would be a bridging year with running both systems. WU would look to spread the software costs over 5 years. Would then just need to be mindful of the running costs.		
8.3	CO queried the running cost figures. The developers indicated they would be happy to negotiate and could base this on a 'per member fee'. WU expected around a R25k annual licence fee. WU mentioned that the DotCloud system would remove many of the administrative layers in the current system and urged the unions to be critical when examining their own structures to obtain the maximum benefit of the new system. There were also potential transaction costs everyone needed to be mindful of, but these should be offset with cost saving generated by the new system. In forecasting the next 5 years, WU indicated he had also included a potential positive growth in membership as assisting with these costs.		
8.4	KP pointed out that the ICF affiliation fees have increased quite significantly.		
8.5	EF asked why the salaries have decreased. It was explained that this was due to the fact that CS and WU didn't take an annual increase.		
8.6	WU also pointed out that CSA did have reserves to cover any operating shortfalls, but felt confident that from savings within the current computer expenses, as well as other improved efficiencies, the intention for the proposed budgets going forward would still be to be prepared on at least a break even basis.		
9	Disciplines		
9.1	Marathon – Report circulated to Board electronically beforehand.		
9.1.1	MS once again congratulated NCC on the hosting of the WMC. Highlighted the outstanding drone footage. Would need to try and replicate going forward.		
9.1.2	SA Marathon Champs 2018 hosted by ECCU. MS stated he was initially apprehensive of the canal course. Received very positive feedback since and everyone excited about the unique event.		
9.1.3	The committee currently fine tuning the marathon documents, should be resolved shortly.		
9.1.4	Post for SA Team Manager had been advertised. 9 applications received. Now the		

9.1.5	difficult task of selecting a manager. Committee to select and Board will be advised. KP indicated she had received very positive feedback on decision to advertise for the Team managers – both Marathon and Sprints. The transparency was step in right direction. CS had been requested to update the current team manager's manual.	CS	
9.2	Sprints – Report circulated to Board at the meeting. CM presented his report.		
9.2.1	CS informed Board that following a recent telephonic conversation with SASCO, funding for Barcelona tour had been approved. So too had funding for another tour to Africa Youth Olympics in Algeria 22-23 July. CM to take back to Sprint Committee for discussion.	CM	
9.2.2	CM informed Board that sprint committee had unanimously decided that Jean would need to attend the SA trial. Didn't want to set a precedent.		
9.2.3	The Board was advised that Jean's application to race for Australia this coming season had been denied. TC advised that the ICF had made a recent rule change that prevented the 2 year period being waived if the previous nation agreed.		
9.2.4	WA expressed concern over SA paddlers leaving to paddle for other countries. It was discussed and noted that there were other contributing factors (eg. family immigration and university opportunities) and not simply the limited support from Federation.		
9.2.5	CM noted that decisions over sprint distances 100m vs 1000m had, if anything, resulted in opening communication between paddlers, their provincial chairmen and discussions amongst Sprint Committee. This for the first time in 3 years. He felt this communication was a positive step in right direction.		
9.2.6	KP advised that CSA branding would be supplied for SA Sprint events. This was to be placed behind the podium.		
9.2.7	JS advised that she had invited representative from SRSA to the SA Schools Champs. This branding would be essential.		
9.2.8	HN noted would really be beneficial to sprint discipline if main events could be streamed live (facebook). Something to work on.		
9.2.9	CM noted difficulty in selecting team manager for sprint tour when team also required a female chaperone. It was proposed that the Sprint Committee formally approach a senior female athlete, or travelling mother, to act as chaperone if male Team Manager was selected.		
9.3	Slalom- No report		
9.4	Surf ski- No written report .		
9.4.1	EF queried the rotation of hosting SA Champs. EF noted that his Union Ski Chair has omitted to include him in decision making to the detriment of their Union. Has since asked his discipline chairmen to CC him in on mails. EF asked for the rotation schedule to be taken seriously and the WCCU be allocated the Champs in 2019. TC pointed out that CSA rules dictate a rotation system must be applied where possible and suitable. The Board requested that the rotation be reconsidered by the Surfski Committee. Colin to inform the discipline Chair.	CS\BL	
9.5	Wild Water- No report		
9.6	Canoe Polo- report submitted electronically during Board meeting. Report included below. Canoe Polo in South Africa is working hard at developing the sport up from grass root levels. We have established a strong group of committee members and clubs around the country who are working hard at growing the sport at each club. Currently we have clubs functioning in Knysna, Cape Town, Shongweni Dam, PMB College, Dabs, Parys, NWU and ERK. There are more clubs around the country showing interest in starting up the sport as it is a great way to develop the basic skills for new members. There is also a strong emphasis on developing canoe polo at an U16 level which will in time feed into the U21 and senior categories. On a national level teams are still very inexperienced internationally and therefore we are currently putting together a development tour to Europe to gain some playing		

	<p>experience in Europe (August 2018). We will be sending a mixed mens team and a ladies team. The next overseas tour is planned for next year which will focus on U16/U18 players (Ireland, 2019), this would be a great stepping stone for players wanting to compete in the 2020 world champs which is being held in Rome.</p> <p>South Africa will be hosting African Champs next year as a qualification event for world champs in 2020. The venue is still to be determined but the squad is determined to improve on the results from last year. SA champs will be held in Knysna at the end of this month. The Knysna committee have been doing a great job in organising this event and we are all looking forward to showcasing polo at the Knysna Waterfront on the Easter weekend.</p>		
9.6.1	KP has requested that the canoe polo registration status of all entrants be checked before SA Champs.	JO\WU	
10	Asset Register		
10.1	Breakdown of recent Lotto expenditure sent to Board electronically.	Union	
10.2	All 2016 – 2018 Assets have been captured on CSA Asset register.	Chair to	
10.3	JS further advised Union Chair that each Union has their own online page in which to log their own Union assets. JS offered to work with an individual in each of the Unions to help with their set-up.	relay	
10.4	GCU needs to spend R81k allocation.	CA	
11	Membership analysis		
11.1	Membership figures have steadily decreased since 2013. Almost 1000 members down since then. However current year figures show a slight increase in full membership stats, with social members having complimented rather than detracted from the full membership numbers.		
11.2	There is an issue with novice figures – seems to be a Quartex\inputting fault. Should not be 930 novices. A more accurate figure would be around 15-20% of the membership. WU asked Board to be aware and for those interfacing with database to take care when capturing data.	Union Chair – relay message	
11.3	Concern that experienced paddlers returning to the sport were captured as novice? JO explained that paddlers who had achieved AR rating would keep their numbers in the system, as well as any paddler who had completed a Dusi. Shouldn't be captured as a novice.		
12	Day licences		
12.1	CS proposed day licence for proficient paddlers wishing to participate in only one or two events on the CSA calendar. Following good debate. HN proposed the day licence only applicable for 1 event and cost 50% of the race's entry fee. It will be managed through the paddler's union. The licence fee to be split between the Union and Federation. Proposed split is 50%.		
12.2	Union Chair to take proposal back to their committees and provide feedback. Especially CO and the impact to ECCU & Fish.	Union Chair	
12.3	CS noted this could be included in the DotCloud setup in future.		
13	Centralization of development registrations		
13.1	JS circulated the proposed new forms electronically prior to the meeting. Explained this has been a process for consideration spanning the last few Board meetings. As of 1 st April all registrations would come through JS for necessary screening and uniformity in procedure across Unions. JS would still consult the Union secretaries and deal with the Unions regarding any exemption applications.		
13.2	JS expected development numbers to decrease during the sorting phase of the new system.		

13.3	CO and EF expressed concern that this system would bypass the Unions. Would prefer clubs to work through Union Coordinator. JS indicated this wouldn't be a problem. A system for payment would also be worked out between the individual coaches and the paddlers without access to bank accounts.	JS\Union	
13.4	The Union Chairmen agreed to the centralization and necessary changes to the Bylaws in this regard, were approved, subject to ratification at the AGM.		
14	Dot Cloud		
14.1	Board has been tasked with major decision on whether to change the CSA operating system from Quartex to DotCloud. Having had the preliminary discussions and meeting with the developers. Further investigations and follows up meetings have shown that the system has huge advantages for our sport. Cycling South Africa is already using the DotCloud system and Triathlon SA have just signed up.		
14.2	JO and WU both advised that the current database would need upgrading and currently too much time is spent on working through problems and not on strategic planning. Currently the time keeping and database are operating on 2 different systems. The accounting system is an additional system. With DotCloud all 3 systems would be integrated.		
14.3	The proposed timekeeping active chip with integrated GPS will be hugely advantageous and be interchangeable between all sports.		
14.4	JO – indicated that although the transition might not be as smooth as we all hope, the move is a “no brainer” and we are definitely moving forward. EF noted that WCCU had reservations with regards to the financial transactions but would vote in favour.		
14.5	GCU, CDCU, ECCU, KNCU, WCCU, AS, HN, WA and KP all voted in favour of DotCloud.	CS to advise	
15	Starting System		
	CS and WU to investigate a way forward with the spend of the lotto grant for the starting system.	WU\CS	
16	Team to Africa Champs, plus Congress		
16.1	Champs will be held in Morroco: 30 th August – 4 th September Congress is on the 5 th September. TC advised that our National agencies would expect that CSA attend. It would be advisable despite our dissatisfaction with CAC body.		
16.2	CS to investigate flight options from Portugal – perhaps TC, CO or any other board member who is going to Portugal, could attend the congress on behalf of CSA.	CS\TC\CO	
16.3	CSA Sprint Committee should also advertise the opportunity to attend the Africa Champs as a member of a self-funded tour. Sprint Committee to gauge interest communicate further with CS\Board.	CM Sprint Com CS	
17	SA Marathon Champs		
	Most feedback covered under MS Marathon report. KP informed Board of plans to get Gameplan to National Champs – looking into operating drones and possible facebook livestreaming. CO indicated they were also looking into this and working on sponsors. JS indicated that the organizing committee had already indicated provision for development teams and accommodation.	KP CO Marathon	
18	Upgrade of CSA container		
18.1	Board agreed that the container upgrade would be a good idea. CS to invite sponsors to pay for the refurb of the container as initial quotes were more	CS	

18.2	than expected. Can investigate ways to adapt the current internal racking system. Ask Ken Reynolds for advice.	CS	
19	YOG Buenos Aires 2018		
19.1	KP informed Board that the qualification event for the YOG would take place in Barcelona in few weeks time. 3 athletes and KP will be attending. Only 1 male and 1 female paddler from any individual country in Africa will be able to qualify. She was confident SA had a good chance in both male & female. The actual YOG games tour will also be funded by SASCO.		
19.2	KP updated the Board on her recent Visa experience with Kwanda Mzolo and their trip down to CT. She stressed the importance of life skills forming part of the club's coaching sessions and again stressed importance of obtaining birth certificates from development paddlers.	Union Chair to relay.	
20	Surfski Committee – Decision to withdraw from ICF events		
20.1	CS reminded Board that extensive communication in this regard had been circulated electronically to the Board prior to the Board meeting. BL addressed the Board and provided brief overview of the proposal for SA to withdraw from ICF events Main point of contention is the current Ocean Racing Chairman not willing to engage in open communication and accept changes, even when voted in by majority on his committee.		
20.2	Proposal of CSA Surfski committee – Already submitted a motion of no confidence against Mario in November. If he doesn't stand down, proposal is that CSA withdraw their support from all ICF Ocean Racing events. BL here to ask Board for their support. CS cautioned that SA were instrumental in getting Surfski accepted into the ICF, would be premature to withdraw. Also highlighted the very recent changes to rules that have opened up the events, which was main bone of contention. EF expressed the WCCU mandate of trying to enact changes from within. TC advised the same, and reminded Board that Mario only serving a 4 year term. Despite the recent changes CSA has submitted the letter of no confidence which will be tabled at the next ICF Board Meeting. Board felt a boycott would not be in best interest of CSA and accepted CS proposal to wait and see what happens after Congress and then decide on next step. BL thanked Board for their support and hoped for best outcome for the sport.	TC\CS advise.	
21	Canoe Polo logo on letterheads		
21.1	KP pointed out that the current canoe polo communication does not contain the CSA logo. Board asked CS to follow up. CSA logo has to be present.	CS	
21.2	JS and WU to follow up on Assets they were given – need to register on the system.	JS	
22	Gameplan Media		
	KP advised that a Media plan for sprints and marathon in place for this year. National Championships are covered. EF asked for clarity on what events were covered. Board was reminded that the media support is available, Gameplan just needs to be fed the information. Chairmen urged to inform their committees and clubs to submit information for distribution.	EF\CS Union Chair to relay.	
23	C1 Program		
	Awaiting future funding.		
24	Surfski races paying levies		
	CS proposed that the Board consider a "surfski" membership fee.		

	<p>BL indicated it would make sense for surfski paddlers and surfski clubs to join the Federation and take advantage of the value CSA can add (SAMSA and 3rd party liability cover)</p> <p>EF expressed concern as did CO.</p> <p>This required further discussion and KP suggested open communication continue over email in order to find a resolution.</p> <p>EF, CO, BL, CS, WU to investigate further.</p>	EF\CO\BL \CS\WU	
25	Africa Youth Olympics - Algeria		
	<p>CS informed the board that SASCOC had indicated they would be prepared to fund a team to the Africa Youth Olympics. Sprint committee needs to decide on the composition of the team and a trial date. KP suggested that CSA consider keeping the same participants as the YOG qualifier. Sprint committee to decide. One stipulation for the games is that the manager needs to be under the age of 40.</p>	CM\ Sprint Comm	
26	Africa Beach Games 2019		
	<p>These games will be held in Cape Verde. Not only canoeing – multi-discipline.</p> <p>CS to investigate further with SASCOC with regards to funding.</p>	CS	
27	CAC		
	<p>Still no response. Awaiting ICF Board decision in May 2019.</p>		
28	Lifetime awards. Change constitution. JO nomination WCCU		
28.1	<p>Proposal to amalgamate the two separate awards into one honorary award accepted. . This would mean changes to the constitution at next AGM.</p> <p>WCCU to now submit written motivation for their JO proposal</p>	CS – changes. EF	
28.2	<p>KP suggested CSA also make provision for an ad-hoc “President’s award” To be awarded in unique and deserving cases, eg acts of bravery.</p> <p>KP proposed the first Presidents Award be given to NCC for their hosting of WMC.</p> <p>Board asked for written proposal.</p>	KP	
29	Starting batches for elite women paddlers		
29.1	<p>MS informed Board of a proposal they had received from Jenna Ward. She asked the Marathon Committee to consider an ‘Elite A’ women’s start.</p> <p>Ladies were encountering problems when racing in rivers whereby certain B batch paddlers did not allow them to pass on portages or narrow sections of the river.</p> <p>Jenna proposed that this batch start behind A batch but before B batch.</p> <p>The marathon committee had discussed and approved. Proposal needing Board approval.</p>		
29.2	<p>Board gave unanimous approval. It was noted that CSA could control what happened at National Events and could strongly recommend the other major races to follow suit.</p> <p>It was proposed that the grading of the Elite A women’s batch be based on National ladder.</p>		
29.3	<p>TC advised that the Paddlers Handbook did cover SA Champs and Major events and would have to be amended to reflect the change.</p>	CS	
30	Coaches Contracts		
	<p>Recommendations circulated electronically prior to the meeting. JS advised Union Chair that the new “per session” contracts would ensure we got value for money.</p> <p>JS to work with individual Unions to implement.</p>	JS Union Chair.	
31	SA Schools		
31. 1	<p>CM reported that he and Jodie had most aspects covered and were managing what was in their control. Less than 50 entries had been received to date. They were expecting between 100 – 150 entries. It was suggested that event dates, as well as provincial trials be taken into account for next year’s events. All unions to apply their minds.</p>		
31.2	<p>An agreement with the rowers on the lane use at SA Schools had resulted in a later start time on each of the days but a reduced lane fee for canoeing. CM assured the Board that all events would still be accommodated. Prizegivings were also set to take place</p>		

31.3	during the course of the day rather than at the end.		
	CM and Jodie had managed to find R50k in sponsorship so far.		
31.4	KP queried lifejacket regulation at SA Schools. CM indicated this had been the rule at GCU Sprint Champs which the SA Schools organizer has also carried over to SA Schools Champs. All age groups were expected to wear a lifejacket. The Board pointed out that the event was held under the auspices of CSA and that CSA regulations would apply. Lifejackets were only compulsory for U12\guppies. Due to the fact that safety boats and NSRI had confirmed their attendance the Board agreed that lifejackets for over 12 would not be compulsory. The event could only 'recommend' that lifejackets be worn for older age groups. CS pointed out that the CSA dispensation with SAMSA allowed for the sprint committee to determine their own policy regarding the wearing of PFD's. CS to send letter to organizers.	CS	
31.5	JO queried whether pontoons would be in place for the 100m starts. CM indicated would only be available if they found enough volunteers. JO then recommended that the organisers state beforehand that "the starters decision would be final and no protests over start infringements would be entertained".	CM	
32	General		
32.1	Waveski – Board informed that this discipline now officially affiliated to Federation. Payments will be made directly to Federation in order for waveski to take advantage of the CSA benefits. AS to liaise with WS. CS requested that Waveski provide a calendar of their events, so that they could be added to the CSA calendar, to ensure inclusion in both the liability cover, as well as the SAMSA dispensation.	AS\WU	
32.2	EF – queried the registration period discrepancy now that WCCU are reregistering their members already and the CSA season is set to 'close-off'. Affects members entering races in this last month – eg Umko. CS advised wouldn't need to be too concerned going forward as DotCloud system would accommodate a full year membership and not have to rely on calendar\season year.	KP\CS\BL	
32.3	JT requested that time allocations be set and adhered to for invited guests.		
32.4	KP raised concern over SA School's Surfski title. CSA would like to incorporate as an official CSA National sanctioned event, without detracting from what Barry has instituted. KP and CS to engage further with BL.		
33	Next Board Meeting		
	TBC - July		
	Closing		
	KP thanked all for their attendance and the meeting was closed at 15.40		