

MINUTES OF THE CSA BOARD MEETING – 30 July 2018

DATE: 30th July 2018
TIME: 09h00
VENUE: Crusaders Canoe Club - Durban
ANNEXURES: **None Attached**

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
Bulla Wood	ECCU Chairman	BW	andre@securityhouse.co.za
Chad Andrews	GCU Chairman	CA	chad@canoconcepts.co.za
Stuart Maclaren	WCCU Chairman	SM	maclarenstu@gmail.com
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
Herman Vogel	GCU Vice-Chairman	HV	1205herman@gmail.com

APOLOGIES

Waldo van der Linde	CDCU Chairman	WL	info@stroke2max.com
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ADDITIONAL DISTRIBUTION

CSA Website			

DATE, LOCATION & TIME OF NEXT MEETING:

Date: TBC (October)
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		
	Attendance as per the register above. Apologies received from Waldo van der Linde. KP welcomed all and brief introductions were observed for all new members to the Board. BW, HV and SM were officially welcomed to their first Board meeting.		
2	Notice of Meeting		
	Notice of the meeting was sent electronically on 19 th June 2018.		
3	Confirmation of previous minutes		
	Proposed by KP and seconded WA		
4	Matters arising		
	No matters arising that are not covered in the agenda.		
5	SRSA Funding		
5.1	CS informed the Board that the application “pack” had been sent off to SRSA. Includes application for a contribution towards the Junior and U23 Sprint tour, and the usual development and transformation funding – albeit at an increased amount this year. Now await a response, hopefully receive funds in October.		
5.2	The numerous requests sent to SRSA for a meeting have still not been successful as yet.		
5.3	JS informed the Board that SRSA application included a new “learn to swim” component.		
5.4	WU stressed the importance of social media posts that acknowledged these funders (SRSA and Lotto) They have begun to connect. This will hopefully bode well for future applications.		
6	Lotto Funding		
6.1	WU informed the Board that the R250k grant had been received in our bank account, noting that the payment had taken over a year to be paid out. WU once again stressed the importance of proper branding and making those social media connections acknowledging the source of funds.		
6.2	WU advised that the subsequent allocation split between the Unions had not yet reflected in their development budgets. The % split needed to be agreed upon first.		
6.3	The Unions will also be at liberty to utilise their portion of the funds as they require. No strict parameters in the grant between race participation and funding coaches. Each Union can assess their area of greatest need and split accordingly, this in consultation with JS.	Union\JS	
7	Development		
7.1	<p>JS presented her Development Overview for the period end March 2018 – July 2018. This included a review of Instagram postings as well as a powerpoint presentation indicating the highlights\discussion points for the period.</p> <ul style="list-style-type: none"> SA Schools and SA Marathon entry fee contributions from development were highlighted. Now a significant contributor to any event. Branding of teams at these events is becoming more important. CSA now have a “branding” pack that can be used at major events. Swimming proficiency was noted as a huge barrier to the sport. Coaches have 		

	been asked to assess each paddler and for paddlers to be signed off.		
7.2	KP suggested an evaluation of the <u>National Development Plan</u> which could then be reviewed and adopted in each Union. BW indicated that each Union might differ slightly in their approach to development. ECCU would be targeting various schools in an attempt to create a combined school group for coaching and further development.	JS\Unions	
7.3	WA – thanked JS for her role as coordinator. He commented that the structure was working well.		
7.4	WU urged all Unions to find the funding model that worked for them – so that development becomes self-sustainable. He used KNCU as an example with their local Department of Sport and Rec.	Unions	
7.5	TC suggested looking into branding the front cockpit area of any development funded boat. CS confirmed that the advertising bylaw had been amended and that there was currently no restriction on branding unless stipulated by individual races.		
8.	Development Registrations – with specific focus on safety and swimming		
8.1	JS presented the development registration stats as at end July. As expected the numbers have dropped significantly from last season. JS informed the Board that the registration process was fair across all Unions and working well but had resulted in the discovery of a proficiency irregularity. All paddlers registered on the CSA system are awarded a FW rating as a default setting. (Whether they have completed the test or not. To counter-act the safety factor JS is not registering paddlers that can't swim just yet. They are being tracked on a separate database.		
8.2	All development registration fees collected would be paid back to the respective Unions.		
8.3	JS noted that Likkewaan and Khayelitsha were yet to register development paddlers.	CA\GCU\ WA	
8.4	JS advised that the development initiatives should look at converting their high training numbers into registered members.	Union	
8.5	CA noted that the older SCARC paddlers had not re-registered with DABS as they could not afford to. JS pointed out that they may apply for exemption, as other over 18's have done.	CA\GCU	
9.	Lifesaving South Africa partnership		
9.1	JS and KP had met with a few LSA Board members to discuss possibility of partnerships between the two Federations. <ul style="list-style-type: none"> Partnership was widely accepted by the LSA Board. LSA clubs could partner with CSA clubs and act as safety officer at their events – reduced cost to race organisers CSA clubs could offer LSA clubs coaching in paddling\surfski - necessary skill from LSA Junior age group onwards. 	Unions	
9.2	JS noted that CSA and it's Unions & clubs would have to drive the initiative.	JS\Unions	
9.3	JS proposed an education roll-out of nipper & junior lifesaving members informing them about our sport, how they could participate in both– even inland clubs, eg. active LSA clubs in Gauteng too.	JS\Unions	
10.	Finances		
10.1	The “Board Pack” was circulated electronically on 28\7.		
10.2	WU informed the Board that the 2018 year end accounts had been finalised. He noted that the forecast loss had in fact turned into a slight profit, which was a		

	positive sign since CSA funding hinges around it's membership.		
10.3	The decline in membership over the last 5 years, has in fact stabilised, and social membership numbers have had a positive impact on the overall numbers. KP highlighted GCU's social membership as an example – 466, compared to WCCU – 0. WU urged Unions to create awareness of the “discounted memberships” – social, family, student etc which might entice a previous member back into the sport. JO provided a breakdown of total membership numbers (2866) as at end July: CDCU - 17, ECCU - 549, GCU - 949 KNCU - 955 WCCU - 396	Unions	
10.4	The novice indicator is currently at 19% which is a truer reflection than last season's 40%. GCU highlighted again with their 114 new guppy members.		
10.5	Expenses have been stable year on year. The number of registrations by the end of our next quarter [Sept 2018] will give the Board a better picture of what to expect for the remainder of the season, and if any adjustments need to be made to the budget.	WU\ Unions	
10.6	WU noted that there were no Lotto grants specifically for High Performance in the pipeline. CSA would have to wait for the existing R250k to run its course before being able to apply again – the inevitable timeframe complications that exist with Lotto funding.	Unions	
10.7	CS reminded Union Chairs that they needed to submit their audited financial statements, without which they couldn't apply for their own Lotto funding.	Unions	
10.8	WU advised that the proposed % split of development funding, which he had based on 'processed forms' rather than pure registration numbers, as well as to a degree the history, was as follows: KNCU 43% GCU & WCCU – 19% ECCU - 12% CDCU 7%.		
10.9	KP thanked WU for his financial report. Board accepted the draft 2018 AFS subject to audit. Proposed SM, seconded JT.		
11	Disciplines		
11.1	CS provided a brief overview of Discipline highlights. <u>Marathon –</u> SA Marathon Champs was extremely successful, and a National team had been selected following the event. The CSA container was recently revamped – pictures circulated on social media. The Marathon Committee have a new manager – Graham Neate. Both he and CS were battling with the poor communication and organization of the Portuguese World Marathon Champs officials.		
11.2	<u>Sprints–</u> The following tours have been successfully concluded: JNR and U23 world champs - Plovdiv, Bulgaria. World Cup – Szeged, Hungary World Cup – Duisburg, Germany The World Sprint Champs will take place in Montemor O Velho, Portugal from the 23rd to the 26th of August.		
11.3	<u>Slalom-</u> Sandile Makubo has just returned from a TIP training programme and the Junior and		

	U23 World Slalom Champs held in Ivrea Italy.		
11.4	<u>Surf Ski –</u> The discipline has once again enjoyed some very pleasing International results: Hank and Hayley in Mauritius. The Rice brothers in Canada and at the Gorge. SA Champs will be hosted by ECCU at the Pete Marlin on 3rd and 4th of November		
11.5	<u>Canoe Polo –</u> The Men’s and Women’s team will be competing in a tournament in Belgium from the 16th to the 27th of August		
11.6	<u>Wave Ski –</u> Their members have officially registered with CSA. They have paid their registration. AS to reconcile amounts with WU. They held their SA Champs recently where a team was selected. The team will be competing at the World Champs in Spain. CS will assist in their National Colours applications as per other disciplines.	AS\WU CS	
11.7	<u>Wild Water –</u> No report.		
11.8	SM asked whether we shouldn’t be reporting on SUP as well? CS advised that he was in contact with SA SUP, they were happy with the status quo for the meantime. It was noted that in order to participate in our events these SUP’ers would need to comply with CSA regulations and register accordingly.	Unions	
11.9	CA noted that the coverage of Sprints and Marathons events had improved. CS confirmed that as of this new season, agreements had been put into place when selecting touring Team Managers. Social Media was part of their role overseas. They were responsible for generating images and content. CSA had received a media complaint following one of the Sprint World Cups which was redirected to the Manager of the Team. The system was working well.		
11.10	Unions were urged, once again, to send content\news\images to Game Plan Media for distribution through the various media platforms.	Unions	
11.11	JS questioned the reasoning behind each discipline having their own social media page. Surely all coverage should be channeled through the official Canoeing_SA sites. The Board agreed. CS to ask discipline chair to work through Canoeing_SA.	CS	
12	Asset Register		
12.1	JS advised Unions - Going forward all Lotto-funded purchases would have to be branded before leaving the manufacturer. JS used new GCU purchases (boat and lifejacket) as an example – picture shown.	Union	
12.2	WCCU received their log-in instructions for their online Asset Register.	SM	
13.	Membership analysis		
	Covered under 10 – Finances		
14	Dot Cloud update		
14.1	CS updated Board on the DotCloud progress thus far. Fee agreed upon for the development stage of the system, now both parties needed to agree on a sustainable funding model in the post development phase. Selling advertising space and % of race entries are both options. A special levy per paddler could also be considered – Cycling SA currently charge each member R10\year. CSA obviously don’t have the same numbers so would need to investigate this option\amount further.		
14.2	JT questioned whether we were ‘on track’ financially? CS stated he was confident in the		

	<p>process. The contract currently being reviewed by an appointed lawyer, has amended the agreement to state, should CSA decide to terminate the agreement, that CSA will own the rights to the system, we just wouldn't have access to any future DotCloud development\improvements.</p>		
14.3	<p>It was stressed again that the DotCloud system was an "all-in" approach. Union, clubs, through to race organisers would have to use the system going forward if wanting to fall under the auspices of the Federation and its securities.</p> <p>The system would not allow unregistered and non-proficient paddlers to participate - everyone is going to have to adjust to this change.</p>	Unions	
14.4	<p>SM concerned about the WCCU executive. It was suggested, even though Eric Farringer was part of the initial decision to progress with DotCloud, that WCCU invest in bringing the developers to the Union to meet with all parties concerned</p> <p>It was also decided that CS would put together a summary document\organigram outlining the new system – this could be used in a media post and included in the Coppers Corner.</p>	CS	
14.5	<p>SM asked if members could expect a drop in CSA membership fee if the system proved to be more efficient. General consensus was that the system would allow for Unions to make cost-saving cuts in the immediate future. CSA cost saving to be determined at a later stage.</p>		
14.6	<p>CA required clarity on the timekeeping system: This was built into the system and when the timekeeping chip became available it would still be able to operate without signal – important for our sport and our sometimes remote locations.</p>		
14.7	<p>KP wanted to know when we could expect a test-system to be up and running. CS to enquire.</p>	CS	
15	Dot Cloud Safety Officer		
15.1	<p>CS advised all Unions of the 'digital' safety officer setting that would be built into the new system. This would allow administrators to track proficiencies accurately and ensure this necessary safety check actually takes place.</p> <p>At present the default setting is flatwater proficient, but this will change with DotCloud and require an appointed Safety Officer, recognised by DotCloud, to 'digitally sign' that each person has been tested.</p>		
15.2	<p>Each club (or appointed safety officer) will be expected to sign-off existing members when the cross over to DotCloud happens.</p> <p>Going forward, each new registration will then be signed off digitally as the person completes each flatwater, river and ski proficiency check.</p>	Unions	
16	Constitutional references to the formation of new clubs		
16.1	<p>CS required clarity on whether the CSA constitution should be amended to include references and or requirements of proposed new clubs.</p> <p>TC confirmed this was not necessary as the Federation consists of Unions and not clubs. New club requirements are best left to the Union constitutions.</p>		
16.2	<p>JO provided a breakdown of existing clubs within each Union for interest sake:</p> <p>CDCU – 4 ECCU – 10 GCU – 15 KNCU – 35</p>		

	happens in International competitions. Board agreed and would ratify the selection document as well as the team going forward.	CS\Board	
19.3	AS suggested a proposal be made to the sprint committee that the award of national colours be based on results from the International regattas. SM wanted the focus to be on increasing the depth of sprinting.	CS\Sprint Com.	
19.4	BW – twinning programme with Lower Saxony was an amazing experience for the juniors. This should also be encouraged where possible in other Unions.		
20	Registrations and Racing		
	In terms of CSA indemnity insurance – only registered paddlers should be permitted to enter events.		
21	Biodegradable options for food\beverages		
	Union Chairs to motivate to their clubs and race organisers: Appointed food vendors at events should try to take into account biodegradable alternatives to packaging. As a federation we should be encouraging the move towards less waste.	Unions	
22	New sprint venues		
22.1	CP – Buffalo river suggested as a possible venue – would have to take into account wind and flow there is also a permanent 4-lane sprint course at Albert Falls. With the land claim matter resolved, KP was confident that Shongweni would also be an option in the future. Of course Roodeplaat and Nagle still on offer.		
22.2	Sprint committee to decide on their venue and dates.	Sprint Comm.	
23	Federation Colours		
23.1	Constitution currently states competitors “may be” awarded colours if they have been selected for the SA team. Board agreed that it should state “subject to approval” Another requirement should be the actual participation in the event they were selected for – need to include “compete in”. CS to reword and send to Board for approval.	CS	
23.2	BW – warned that discounting SA Champs as compulsory in order to obtain Federation Colours could potentially negatively affect the Masters attendance at SA Champs.		
24	Team to Africa Champs, plus Congress		
24.1	Africa Champs was cancelled. All Federations awaiting further information from CAC.		
24.2	It was reported that the ICF asked Craig Mustard at a recent World Cup event why CSA didn’t send a team to Algeria YOG. KP requested an official letter from the ICF querying this. It could then be raised with SASCOC.	CS	
25	CAC Scenario		
	No further progress to date. As a result the Board has no alternative but to consider this matter closed.		
26	SA Marathon Champs report back		
26.1	ECCU hosting of the SA Marathon Champs was a great success. Largest entry apart from the 2017 PMB year.KP suggested making it an annual event with attractive sponsor.	ECCU	
26.2	KP asked BW to split the Marshal and Development costs that were currently represented as one section in their Marathon budget.	BW	

26.3	GCU confirmed they were definitely hosting SA Marathon 2019. Dabulamanzi has agreed to co-host, together with another club. Just need to determine venue - options include Vaal, Germiston Lake or Lowveld.	GCU\ Marathon Comm	
26.4	BW requested to once again advise Fish Organisers of the clash between Fish 2019 and World Marathon Champs in China.	BW	
27	Change of competition bylaw to include non-participants on the water during a race		
27.1	CS informed the Board that the existing rule seemed to have disappeared during the rewrites of the constitution and bylaws. Board agreed to add to the competition bylaw at next AGM. CS to send proposed wording to Board for final approval. AS proposed sanction (following a disciplinary hearing) of a 2 month suspension. SM seconded.	CS	
27.2	TC suggested that in the case of a river race – the rule would need to be at discretion of the race organizer.		
27.3	Unions are to write into their constitutions once this was approved.	Unions	
28	Upgrade		
	CSA Container has been revamped – images shared on social media. Can now accommodate roughly 74 boats.		
29	YOG Buenos Aires		
	As it stands Federations are awaiting the official team announcement from SASCOC. This takes place on 15 th August. Both paddlers are still training for the event.		
30	Surfski races paying levies		
	Following a complaint from the Surfski fraternity - CS recommended to those Union Chairmen with surfski events in their Union to review the race levies imposed on these races. Perhaps consider a special dispensation for ski paddlers based on the expenditure specifically affecting ski paddlers. SM informed the Board that this was already in effect in the WCCU. The Union charges the race organiser for timekeeping and other minor costs like toilet hire. All other income goes to ski race organiser. KNCU confirmed that they already charge a reduced levy for ski races.	KNCU WCCU ECCU	
31	Ratification of Marathon Team		
	Board ratified the 2018 SA Marathon team.		
32	SA Schools		
	SA Schools offered to ECCU on the rotation schedule. BW indicated the Union was interested and were looking into various options, including Nahoon Dam. ECCU will revert.	BW	
33	General		
33.1	KP required clarity from the Board with regards to <u>Junior National Colours</u> and the award\purchase of blazers. Apparently Junior National Colours was blue but this has subsequently changed. It is now a green blazer with the words "Junior" embroidered on the badge. <ul style="list-style-type: none"> - Parents are welcome to buy a Junior National Colours Blazer. - If receiving U23 or Senior Colours for the first time the cost of the blazer is split equally between the Federation and Union. CS to draft the necessary changes to the constitution KNCU and GCU offered to share names of their suppliers with WCCU	CS SM	
33.2	CA required clarity on the <u>PDF requirement deadline</u> – this was confirmed as coming into effect from January 2020.		

33.3	<p>CA requested a relaxation of the <u>A-Grade qualification procedure</u>. Currently 6 river races\6 points – which could consist of 4 river races and 2 river trips. GCU wanted to replace two of those points with FW races. SM seconded this due to recent drought conditions.</p> <p>JO concerned we are relaxing the rules to a dangerous balance. Board did not reach consensus and thus the rule remains unchanged.</p>		
33.4	<p>CA wanted <u>clarity on the selection criteria</u> for Bridgette Hartley in the 1000m at World Sprint Champs. It was noted that as she had already made the team for the 5000m, and as no one else was contending the 1000m, she could take the slot.</p> <p>It was pointed out that this transgression of selection criteria had also happened during a recent World Cup event. Sprint Committee had not followed protocol.</p> <p>Reiterated the earlier decision that the Board would ratify the selection document to avoid future uncertainties.</p>		
33.5	<p>JT raised the issue of the <u>unregistered KNCU paddlers</u> during the Vaal Marathon. It was agreed that, as they were not an isolated case, they could only be sanctioned for disobeying a race organizers instruction.</p>	KNCU	
33.6	<p>JT requested a letter from CSA outlining the <u>SAMSA dispensation and CSA indemnity insurance requirements</u> that each race organizer is required to abide by. CSA will assist with these requests, and could even attend Union meetings, as was suggested in the case of WCCU, but essentially the non-compliance of the race organiser requires Union action.</p> <p>The seriousness of the situation needs to reach every race organizer. The appointed safety officer could face a jail term if something should happen and they are found to be negligent.</p> <p>BW proposed a template\check-list that every race organizer is required to sign off thus ensuring CSA has complied with safety regulations.</p>	KP\CS Union CS	
33.7	<p>CS required clarity on <u>discipline chairs and voting rights</u>. It was confirmed that each Union representative gets 1 vote and the discipline chair gets a second vote (casting) CS to look into constitution. Furthermore it was decided that each general committee member co-opted onto a discipline committee needs to be ratified by the Board.</p>	Board	
33.8	<p>CS required clarity on the <u>discrepancy in length of guppy</u> from various manufactures vs what is stated in the constitution. There seems to be a 5cm difference.</p> <p>CS to contact all manufacturers to clarify and amend wording in constitution at next AGM. Requirements that need to remain are the built in buoyancy and minimum weight of 10kg.</p>	CS	
33.9	<p>With the new DotCloud system coming into effect Unions will be required to submit names of approved safety officers – this will need some review:</p> <p><u>What constitutes a safety officer?</u></p> <ul style="list-style-type: none"> - Will need to differentiate between FW, River and Ski safety officers. - Minimum requirements to qualify as a safety officer need to be discussed. <p>Union Chairs to discuss with their Union committees and provide feedback\proposals to Board.</p>	Union	
33.10	<p>Rob Hill as <u>CSA Safety Officer</u>. Possible conflict of interest in this role. BW proposed a meeting to draw up clear 'job description' and expectations going forward. KP and CS to meet.</p>	KP\CS	

33.11	JS suggested CSA employ the services of a <u>legal professional</u> to look through the CSA and Union constitutions to ensure they align with each other.	No action as yet.	
33.12	JS asked Board whether we should <u>increase the KNCU coordinator contribution</u> back to R2500. KP happy for this to remain in line with other Unions at R1200.		
33.13	BW thanked everyone for his first Board meeting.		
34	Next Board meeting		
	Date – TBC (October)		
	Closing		
	KP thanked all for their attendance. Meeting was closed at 16.30		