

# MINUTES OF THE CSA ZOOM BOARD MEETING – 24<sup>th</sup> AUGUST 2020

DATE: 24<sup>th</sup> August 2020

TIME: 13h00

VENUE: ZOOM MEETING

ANNEXURES: NONE

## PRESENT

Name	Province/Position	Abbrev	Distribution
Kim Pople	President	KP	president@canoesa.org.za
Colin Simpkins	Secretary General	CS	sg@canoesa.org.za
Bulla Wood	ECCU Chairman	BW	andre@securityhouse.co.za
Chris Erwee	GCU Chairman	CE	chris@recycledrive.co.za
Stuart Maclaren	WCCU Chairman	SM	maclarenstu@gmail.com
Jacques van Rooyen	KNCU Chairman	JvR	jacques@savunde.co.za
John Oliver	Administrator	JO	kncuad@sai.co.za
Walter Ulrich	Financial Manager	WU	finance@canoesa.org.za
Hayley Nixon	Female Representative	HN	hayleszn@gmail.com
Janet Simpkins	Development Coordinator	JS	dev@canoesa.org.za
Tim Cornish	Co-opted Board Member	TC	cornishtj@gmail.com
Ant Stott	Paddler Representative	AS	stott.ant@gmail.com
Wayne August	PDI Board Member	WA	wayneaugustcoaching@gmail.com
Waldo van der Linde	CDCU Chairman	WvL	info@stroke2max.com
APOLOGIES			
Nkosi Mzolo	PDI Board Member (NV)	NM	nmzolo@yahoo.com
Hayley Nixon	Female Representative	HN	hayleszn@gmail.com
ADDITIONAL DISTRIBUTION			
CSA Website			

## DATE, LOCATION & TIME OF NEXT MEETING:

Date: TBC

Location: TBC

Time: TBC

MINUTES BY: Janet Simpkins

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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
<b>1</b>	<b>Welcome</b>		
	The President welcomed everyone to the meeting.		
<b>2</b>	<b>Attendance and Apologies</b>		
	Hayley Nixon and Nkosi Mzolo		
<b>3</b>	<b>Confirmation of minutes of last meeting</b>		
	SM proposed and BW seconded.		
<b>4</b>	<b>Matters Arising – Oct 2019 minutes</b>		
	Any outstanding matters will be raised during course of meeting.		
<b>5</b>	<b>Funding: Lotto and SRSA</b>		
	CS – submitted amended annual application to DSAC. Await feedback.  Lotto still haven't resolved our close-out report – can't submit a new application  COVID relief applications were also not successful – WCCU denied. KNCU denied told they are receiving a transfer payment from KZNDSR and so couldn't receive both.	WU	
<b>6</b>	<b>Financials</b>		
6.1	As it stands (end of July) running at a R92k loss (actual). TERS funding been a slow process but has been very helpful in managing our finances. (Roughly R45k benefit to the Federation). We have been watching all costs especially during this Covid period.		
6.2	Membership analysis: 279 registrations to date. Registrations still skewed up front. However if we achieve 312 registrations in August, then we are tracking correctly.		
6.3	Change in membership over this period: 1\4 of new senior registrations changed from senior to social. We can accommodate the switch if necessary, a slight admin matter if members require the change later in the year. They will lose the remaining social membership months though and we will need to de-register\cancel their social membership. WU has communicated this to the Unions.	Union Admin	
6.4	WU hoping to still receive Department of Sport COVID relief aimed at preserving jobs. Hasn't been included in the forecast, but we are hoping this will come through. WU monitoring Federation salaries during this time.	WU	
6.5	Media retainer: Gameplan on month-by-month contract. Has been under review since October Board meeting. Need to review based on costs advertised on his website.	WU	
6.6	KP noted that she, Walter, Colin and Janet meet weekly to monitor finances carefully. Also informed Board that not one Sports Federation had received feedback on their application for funding yet.	KP, CS, WU, JS	
6.7	WU hoped the Dotcloud system (top-down payment flow) was benefiting the Union's administration and cash flow. It had benefited CSA cash flow. During this time been vital to receive cash sooner than (historic) quarterly payments.		
6.8		GCU, ECCU.	

	<p>KP raised centralized funding under matters arising: Centralised funding snapshot: Not had from two Unions. Missing GCU and ECCU. WCCU have financials but need Lotto feedback from WCCU – Rob Hart. WU to update and recirculate again. Unions to revert.</p>	WCCU. WU	
<b>7</b>	<b>Development</b>		
	<p>JS presented her June-August development report:</p> <ul style="list-style-type: none"> <li>• Not had any events due to Covid – but have been connecting with clubs and coaches in order to get their compliance and safety requirements in place.</li> <li>• KNCU development coaches already had some safeguarding screenings. Will roll out across other Unions in due course.</li> <li>• @canoedevisa social media focus on women during the month of August. Been tagging provincial and national government in the campaign.</li> <li>• Registration snapshot: 182 to date - rather successful given the limited contact with paddlers. Paarl and SCARC to be congratulated on their high junior numbers as well as high retention rates. JvR added his congratulations.</li> <li>• 45 swimmers still waiting for swim tests. Pools around the country have been closed\not in operation yet.</li> <li>• Congratulations to JCC (GCU) – dev group at club back on track.</li> <li>• #canoeing4covid – every club received two food parcels. Not enough for a third round. WU has final spreadsheet. Remaining R9k to fund sanitizers.</li> <li>• The Virtual Berg donation to the #canoeing4covid fundraiser still to confirm\receive. SM can follow up.</li> <li>• Finance – dev coaches accounted for until end of August. Then need to deal with Unions\coaches on way forward. Still have race participation funds – SA Marathon (ECCU &amp; WCCU) and looking to fund the ex-SA Schools – sprint events. Safeguarding budget had been set aside, and roll-out continues. GCU lifejacket order now complete but still waiting to finalize WCCU.</li> <li>• Reminder that Lotto applications now open – once again urged to apply if documents in order.</li> </ul> <p>KS thanked JS for her report and feedback. Also thanked JS and WU for the #canoeing4covid oversight.</p>	<p>JS</p> <p>Unions</p>	
<b>8</b>	<b>Safeguarding</b>		
8.1	<p>Marc Hardwick, MD of The Guardian, shared a presentation showcasing both legislative and moral reasons for implementing safeguarding measures within CSA. Internationally (IOC &amp; UNESCO), there is a focus and requirement for safeguarding in sports to happen. SASCOC and DSAC are aware and in the case of DSAC have signed an international agreement committing to best International Safeguarding practices.</p>		
8.2	<p>Marc discussed the internationally patented Anonymous Reporting App, which is free to download. It was noted that the panic button function would be an additional cost to user (+-R129\annum). The Guardian open to discussion, look to create a special price offer as a member of CSA. Everyone should be encouraged to download the App.</p>		
8.3	<p>Discussed club responsibilities, role of Designated Safety Officer (DSO) and the importance (and legislation) with regards to the clearance checks. Legal consequences if not done. Marc also discussed obtaining references (for any new 'employee'), this in addition to the clearances. Good indication of where person has</p>		

8.4	come from.		
8.5	Definition of 'coach' – Marc clarified that the checks in place should cover more than just the coach. They apply to any person (volunteer or paid position) who <i>has access</i> to any vulnerable category - these categories include – High Performance athletes, females, anyone with a disability, children.		
8.6	BW queried whether Safety Officers would also need to follow the process - Marc recommended they should. Basic requirement Safeguarding Awareness Certificate, possibly look at DSO. Clearances yes.		
8.7	Marc discussed proposed roll-out and timeframe. Interaction with role-models, Union and club chairs and Zoom information sessions planned. With Guardian as safeguarding partner, we would be guided through the steps. Roll-out based on how CSA dealt with Covid compliance. Names of potential club DSO's and look to create a safeguarding whatsapp group to help communicate process. Unions\Clubs requested to help drive on their social media pages.		
8.8	JS commented that it seems a daunting task but if broken down into smaller parts it is very doable. Legal requirement, so we really can't ignore any longer. Will require working together, but it is possible.		
	KP asked Union Chairs if the zoom sessions (as first step) would be suitable. BW – during these times zoom makes sense. JvR agreed. Then look to group clubs for next step of the roll-out.		
<b>9</b>	<b>COVID 19</b>		
9.1	With our sport permitted to return to events KP reminded the Board that every club needs to be CSA Covid Compliant. Asked Unions to check which clubs had not completed the process. JS has list.	Union Chair	
9.2	Secondly – each club\event organiser that runs an event needs to appoint an Event Covid Compliance Officer (another form to complete) and have compliance for their event, local authority sign-off (ASREA act). Once this has been obtained, CSA need a copy of this. KP reiterated that CSA here to help. JO paperwork been available to copy and paste too. We just need to ensure we comply.	Union Chair\Event Compliance	
9.3	Level 2 regulations – CSA ahead of the other federations as KP had seen the changes before being gazetted. Our updates already done and some clubs already processed for Level 2. Mass gatherings has not been changed, still 50.		
9.4	Encourage organisers to get events back on. Surfski set to return with their first event since hard lockdown and CDCU hosting an event on the Orange and have received approval. With events will come the registrations.		
9.5	SA Marathon going to be affected (not more than 50). Race organisers will need to communicate ahead of time, seconding will be affected – paddlers to carry bottles, and reminder about no spectators. Reiterate that this is not a National selection event.		
9.6	JS to update Unions on outstanding L2 certificates. 19 clubs responded to the Level 2 so far. Request for Chairs to help get clubs to comply, especially if club is running an event.	JS	

<b>10</b>	<b>Revised Calendar</b>		
	<p>JO has circulated the revised calendar. Unions urged to follow up with clubs and get feedback.</p> <p>JO advised organizers to get their SAREA applications in as early as possible as the administration\approval can be slow.</p> <p>CS asked Union Chairs to remind clubs to work through their Unions.</p> <p>BW advised a possible revision to PE-EL dates. December not ideal. Looking at 13<sup>th</sup> - 16<sup>th</sup> January. KP offered CSA social media channel for the poll. Gameplan can assist.</p>	<p>Union Chairs</p> <p>Union Chairs WvL</p>	
<b>11</b>	<b>SASCOC</b>		
	<p>KP congratulated CS on his role in chairing the meetings of all sports federations wanting change within SASCOC. CS also acting as liaison in driving this forward</p> <p>Looking positive for a SGM end of September.</p> <p>KP thanked Board for the mandated support.</p> <p>IOC is involved and helping to drive forward a virtual meeting\voting process.</p>		
<b>12</b>	<b>SAMSA</b>		
	<p>CSA been granted another 3 year dispensation.</p> <p>CS accredited this to our good working relationship with them.</p> <p>No further dispensation on new lifejacket ruling.</p>		
<b>13</b>	<b>Presidents Report</b>		
	<p>KP commented that it has been a very difficult time for all of us. Unprecedented times. Proud of the way we have come through.</p> <p>KP urged Union Chairs to please ask the clubs to support the compliance regulations and vice versa, for us to support the clubs. Safety first and need everyone to help achieve this. We cannot afford for one race to not be compliant. Need to support each another.</p>	Union Cagirs	
<b>14</b>	<b>CSA Special Awards</b>		
14.1	<p>KP asked if there were any nominations? Nothing to date.</p> <p>CS leaves on the agenda for discussion. CS confirmed criteria are in the constitution. Unions need to propose candidates. Ratified at Board meeting.</p>	Union Chairs	
14.2	<p>WU has now removed the 'honorary' registration selection on the system – Rene and brother had selected this category. SM confirmed they were honorary with WCCU, not CSA.</p>	SM to advise.	
<b>15</b>	<b>CAC Situation</b>		
	<p>KP – No changes since May, other than on 4 July, KP and CS attended a virtual strategic meeting – promised feedback within 15 days. To date no feedback or budgets as promised.</p>		
<b>16</b>	<b>General</b>		
16.1	<p>KP – <u>Discipline committees</u>: Suggestion for all National Championships going forward: The Chair of the discipline committee and chairman of the LOC sign an MOU which includes date, budget etc. This then comes through to the Board for ratification. No objections.</p>	Discipline committee\Union Chair	
16.2	<p>KP – follow up on <u>Discovery Vitality</u> – to submit our calendar with major events.</p>	JS\JO	
16.3	<p>CE – Held <u>GCU's calendar planning meeting</u> recently, and Wayne been in touch with JO. Their proposed events as follows:</p> <p>Major events hoping to still have - Lowveld, Liebensbergsvlei (1 day) either 22<sup>nd</sup> or 29<sup>th</sup> November, GCU Marathon Champs, Vaal Marathon. The smaller races like Klip, won't be hosting due to regulations. They will potentially be held as day trips.</p> <p>CS – Reminded all Unions that events need to be run through Dotcloud entry system. CE agreed. It was discussed at their GCU meeting and seen as an</p>	Union Chairs	

	<p>opportunity to structure their event organization accordingly and in line with all regulations going forward.</p>		
16.4	<p>JvR – <u>Development</u> – Looking to restructure their development programme. JvR thanked JO for managing the first two races back after lockdown. JvR hoping to have a discussion (face to face) while in St Francis around allocation of National Championships. Suggested this be done on 1-page, signed MOU. JvR to send through proposal. Includes an analysis of SA Marathon entries back to 2011. JO – Pulled the figures over the last five years. Good news is that...everyone travels!</p>	Discipline Committee	
16.5	<p>JO – Once again urged Unions\race organizers to submit their SASREA applications early.</p>	Union Chairs	
16.6	<p>WvL – Hosting <u>SA K1 and SA K2 River Championships</u> – seems to be confusion as two different events on same weekend. KP – feedback from paddlers is they are wanting to select either K1 or K2 – can’t bring both boats up as travel and boat trailer space is limited. As race organizers, wanting to help as many paddlers as possible – looking to move the dates to Sat &amp; Sun to accommodate more travel. Also swapping the days around so the longer day is on the first day. Last paddler then expected to finish Sunday by 12 midday, can still travel home that same day. KP thanked WvL for taking on the event.</p>	WvL	
16.7	<p>AS – No <u>waveski</u> events planned for the rest of the year. Beginner Clinics running so well they have managed to split and host at Big Bay and Muizenberg.</p>		
16.8	<p>SM – Queried the <u>Surfski &amp; Marathon</u> allocation for next year? CS to follow up with the committees. JvR indicated that KNCU is submitting a proposal for consideration, will come through CS.</p>	CSA	
16.9	<p>TC – <u>Update from ICF marathon committee</u>. Norway 2020 has been cancelled. ICF was trying to get the next 4 host countries to shift one year later. TC received correspondence that it was not possible. Romania given until 15<sup>th</sup> September to comply with certain requirements. TC will update CSA once ICF office have made the decision. If Romania do not meet the ICF standards then next year more than likely Norway. TC to send through some info on the World Series</p>	TC to advise.	
16.10	<p>BW – Supports the MOU with regards to National Events. Looking to change the <u>order of events\days of SA K1, K2 and SS</u>. BW wanted to find out if this was possible. KP worried that flights may have been booked based on the advertised order. CS – this decision has been with both committees for some time now. Of the opinion that making changes in retrospect will negatively affect CSA. JvR – agreed, not fair on those paddlers with bookings. Furthermore, it’s not a selection event, so the order shouldn’t really matter. If going to a vote – KNCU will vote to leave. JS – “damned if we do, damned if we don’t”. SM – concerned that we should be allowing for autonomy in event organization, CS however pointed out in this instance that it’s a CSA National Championship and we do have some reach as a Board. KP suggested that committees in future engage with their members\athletes – get their mandate before making decisions.</p>		
16.11	<p>WU – Reiterated that <u>we have a system</u> in place and need to ensure we are using all</p>		

	<p>aspects of this:</p> <p>Spoken about indemnity (indemnity insurance is very clear – need to have this in place for every event and paddler must be registered)</p> <p>Entering races needs to happen through the system.</p> <p>Reiterated that as a Board, we are ultimately responsible.</p> <p><u>Paygate</u> – Walter been in contact. Have indicated that the latest problems are not system\platform related. More a connectivity issue. Suggestion is to clear browser, and start again.</p>		
16.12	<p>JO – <u>SA Marathon Entries</u>. Need to set the details on the system. JO to discuss with Marie Louw.</p>	JO	
16.13	<p>JS – informed the Board about the <u>online ICF Level 1 course</u> currently underway. Greg received approval from ICF to run the course virtually. BW (on the course) indicated that the course and Greg’s facilitation is engaging and dynamic.</p> <p>KP – informed the Board that the safeguarding requirements are now part of the Level 1 course.</p>		
<b>17</b>	<b>Closing</b>		
	<p>KP thanked everyone and closed the meeting at 15.35pm</p>		