

## COACHING NSW COMMITTEE MEETING MINUTES

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| Time and Date  | 6:30pm on Wednesday 21 Aug 19   |
| Location   | Equestrian NSW Board Room   |
| Attendees  | Rob Stewart, Sally Ann Barbera<br>By phone: Brett Parbery, Megan Joerg<br>Secretary: Bruce Farrar |
| <p><b>1. ADMINISTRATION</b></p> <p><b>1.1 Welcome</b></p> <p>With a quorum in attendance, Rob as Chair opened the meeting at 7: 07pm.</p> <p>Rob and Brett didn't receive the Agenda.</p> <p>Action: Use Rob's gmail account, not Hotmail (Secretary for future reference).</p> <p><b>1.2 Apologies</b></p> <p>David Cameron and Sue Birch.</p> <p>As recorded.</p> <p><b>1.3 Conflicts of Interest</b></p> <p>As recorded.</p> <p><b>1.4 Review of Previous Minutes</b></p> <p>The Meeting Minutes from 8 May 19 were reviewed.</p> <p>Motion: to accept the Meeting Minutes from 8 May 19.</p> <p>Proposed: Sally Ann Barbera                      Seconded: Megan Joerg                      Motion Carried</p> <p><b>1.5 Business Arising</b></p> <p>The Business Arising from 8 May 19 was reviewed.</p> <p>Action: Find service providers to hold first aid and CPR courses for coaches throughout NSW (Bruce Farrar by next meeting)</p> <p>Bruce reported that no valid nominations were received for the Coaching NSW Committee by the closing date.</p> <p>Action: Extend the closing date for Committee nominations and accept the nominations received from Annyka Overton and Imtiaz Anees, received after the original closing date.</p> |   |

Action: Head hunt a level 2 Eventing Coach to nominate for the Committee (All by 30 Aug 19).

Rob reported that EA had approved funding to send Simon Kale and Tim Calkin to the International Group of Equestrian Qualifications (IGEIQ) Forum in Warendorf later this year.

Action: Distribute the latest IGEIQ Report and Meeting Minutes (Rob Stewart by next meeting)

Motion: To accept the Business Arising from 9 May 19.

Proposed: Sally Ann Barbera

Seconded: Megan Joerg

Motion carried

## **1.6 Correspondence**

None

## **2. GENERAL BUSINESS**

### **2.1 EA Coaching Committee and Staffing Update**

Rob advised recent EA appointments:

- Kelly Hayes – Coaching Pathways Officer
- Sasha Ulasowski – General Manager Sports Operations
- Andrew Hamilton – General Manager Business Operations and Integrity

Also, that EA is recruiting a full time National Safety Manager with Sport Australia funding.

### **2.2 Coaching NSW Committee Terms of Reference Review**

Bruce Farrar advised that he was drafting a NSW Sport Committee Manual, which will include:

- Terms of Reference
- Appointment process
- Codes of Conduct
- Delegated authorities
- Budgeting and reporting requirements

The aim was to have a draft available for review by the end of October.

### **2.3 Tamworth Clinic Update**

Rob reported about the Tamworth Clinic:

- Received really positive feedback.
- The Daryl Durham presentation skills session was valued.

Megan thought the clinics were worthwhile and that the informal get togethers were valuable.

Brett said the clinics were really successful and a model for the future.

Action: Distribute feedback forms to the update attendees (Bruce Farrar by 30 Aug 19).

Action: Find out and distribute to coaches the details about Safework NSW funding (\$500) for safety equipment (Bruce Farrar by 30 Aug 19).

Action: Explore the potential to have a national award for equestrian employees not in the racing industry (Bruce Farrar to report back by next meeting).

Action: Find out which SSTA/CE's needed the third day at the update clinics (Bruce Farrar by 30 Aug 19).

Action: Standardize the format of Coach Update Clinics (All by 31 Nov 19).

Action: Secure agreement from EA that only accredited coaches are used at all high performance clinics (Rob Stewart by 30 Sep 19).

Rob gave an update about the EA insurance program:

- Will Macarthur will present to the next EA Coaching Committee meeting.
- EA insurance for FY21 will be tendered out.
- Lucy Warhurst is looking for tendering templates from other sports.

Motion: To accept the Coaching Update Clinics review.

Proposed: Sally Ann Barbera

Seconded: Megan Joerg

Motion carried

#### **2.4 Clinics P&L Update**

Bruce reported that, with EA funding, the three update clinics made a \$12,500 surplus.

Action: Attach the P&L to the minutes (Bruce Farrar by 30 Aug 19).

Motion: To accept the finance update for the three clinics.

Proposed: Megan Joerg

Seconded: Sally Ann Barbera

Motion carried

## **2.5 FY20 Plan and Budget**

Bruce advised that the ENSW Board was happy with the success of the three recent update clinics and was keen to understand what the Committee was intending to achieve for the remainder of FY20 and into FY21.

Action: Get the FY20 Coaching Budget breakdown from EA (Rob Stewart by 13 Sep 19)

Sally Ann advised that she had previously drafted a vision and mission for the Committee.

Action: Distribute the suggested vision and mission (Sally Ann Barbera by 22 Aug 19).

Action: Draft a FY20 Business Plan and Budget for review by the Committee (Rob Stewart by 31 Oct 19)

Motion: To accept the Business Plan and Budget update.

Proposed: Brett Parbery

Seconded: Megan Joerg

Motion carried

## **2. OTHER BUSINESS**

None

Meeting closed at 9:50pm

## **3. NEXT MEETING**

7:00, 16 Sep 19, phone hookup.