



MINUTES – SAOF Management committee meeting					
DATE	10 th Jan 2015	PRESENT	APOLOGIES	ABSENT	DISTRIBUTION
TIME	14.00 – 18.00	Garry Morrison (GRM) Steve Mills (SM) Val Brentano (VB) Richard Lund (RL) Karen Chambers (KC) Nico van Hoepen (NvH)			ALL Club Chairs
LOCATION	Karen's House				
CHAIRPERSON	GRM				
MINUTES By	VB /GRM				
NEXT MEETING	TBD				

ITEM	DISCUSSION	DECISION	WHO	WHEN
1. Welcome, Attendance, Apologies	Technical matters will be discussed first as NvH has to leave early.			
2. Approval of Agenda & Additions	Confirm MC Meeting dates for the rest of the year scheduled. Look at Apr and finally July/Aug. SM enquired about a meeting the Cape around WCOC weekend. Most MC members are not intending to attend. GRM aims to attend and hope to have a meeting with PenOC about SAOF support, etc.	Send round date options & finalise To be finalised nearer the time.	VB GRM/SM	end Feb Apr. 2014
3. Approval of	Approved.			

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Previous Minutes				
3.1 Matters Arising	Will be dealt with under appropriate headings.			
4. Roles and Responsibilities	Division of responsibilities between SAOF, Provincial body (e.g. GOC) and Clubs. For example awarding of Provincial Colours would be the responsibility of the Provincial Body, which would need to be a member of the relevant Provincial Sports Council (i.e. SASCOG equivalent at Provincial level).	Rather than be too paternalistic, the SAOF needs to find ways to incentivise other structures (i.e. GOC, clubs) to help grow the sport.	All	
5. AGM Feedback	Constitution amendments. Colour SAOF Logo SAOF Database Associate Memberships Sanctioned Events issues, i.e. start times, re-runs, etc. EMIT resale SA Champs Schedule WRE Applications – Deadline is 15 Nov. SAOF will not support late applications.	See 8.7 See 7. See 8.2 See 8.3 See 10.1 See 8.3 See 10.5 See 10.5	SM RL RL SM NvH NvH NvH VB	
6. Planning for 2016	Next SRSA grant application – Apr 2015 to Mar 2016. Continue to drive improvement in pro-active planning. The challenge is that funding has historically been approved 3-4 months after the year commences. Hence SAOF has to put its own funds at risk, or delay implementation of projects.	Host development brainstorm to scope projects.	GRM	Feb 2015
7. Marketing	SAOF Colour Logo – Newsletter is an option to link to website article and survey to select colour version		RL	before AGM

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	<p>before next AGM.</p> <p>Quarterly Newsletter – ID next topics – consider quarterly editions, but also themed editions.</p> <ul style="list-style-type: none"> - Measuring success - # of opens, # of click throughs, # of unsubscribes. - Getting Feedback – consider mechanisms on content, etc. 	<p>Richard and Garry to manage.</p> <p>Richard to monitor and report on.</p>	<p>RL</p> <p>RL</p>	<p>Ongoing</p> <p>Ongoing</p>
7.1 Media	Facebook, Twitter			
7.2 Website				
7.3 Statistics	<ul style="list-style-type: none"> • Membership Database Project (see Admin 8.2) 			
7.4 Sponsorship				
8. Administration	EMIT replacement for PenOC.	<p>Confirm number of EMIT bricks required and obtain a quote & purchase.</p> <p>PenOC to return “dead” ones for battery replacement.</p>	<p>VB</p> <p>SM</p>	<p>ASAP</p> <p>WCOC</p>
8.1 Records				
8.2 Management Database	<p>Will cater for all event levels + coaching + technical training courses. The database is a work in progress and is being updated. Priority is to capture Event participation stats, since this is required for SRSA.</p> <p>Coaching accreditation & CPE tracking. In order to implement something like this, a requirement</p>	<p>Prioritise updated for adding Events and populating with attendance.</p> <p>Request a specification from Coach Commission</p>	<p>RL</p> <p>GRM</p>	<p>ASAP</p> <p>Mar</p>

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	specification is needed.			2015
8.3 Membership & Fees	<ul style="list-style-type: none"> Emit resale terms & conditions. Levies and Membership fees 2015 Associate Membership: eligibility, fees; e.g. Schools, SANDF, Other. School Sports administration body (USSASA) - Need to find out more about how this works 	<p>This needs to be finalised and distributed.</p> <p>SAOF's intention will be to increase Affiliation, Event Levies (~15% after 3 years static) and EMIT hire from 1 Oct. 2015. Decision to be finalised at AGM.</p> <p>Investigate workings on school sports, school provincial and national champs.</p>	<p>NvH / VB SM</p> <p>KC, VB</p>	<p>ASAP Man. Comm. approval for AGM</p> <p>Next meeting</p>
8.4 Finances	<ul style="list-style-type: none"> Monthly Budget statement 	Update SRSA report from last year and circulate	GRM / VB	ASAP
8.5 Grants Admin	<ul style="list-style-type: none"> SRSA 2013/14 underspend project. 	Complete and submit report.	GRM	ASAP
8.6 General	<p>Confirm Headquarters</p> <p>Trailer Licensing - Done</p>	<p>Physical address: 94 King Street, Berario, 2195</p> <p>Postal: PO Box 326, Olivedale, 2158</p>		
8.7 Constitution	AGM approved amendments. SM and GRM submitted versions.	Compare and finalise.	GRM / SM	Jan 2015
8.8 Governance	NPO Registration – on finalisation of Constitution		SM	Next Meeting
8.9 Admin. Development	<p>Various areas require improvement:</p> <ul style="list-style-type: none"> Contracts – e.g. Expansion Plan, Maps, HP, etc. Enabling processes / procedures (Operations Manual). 	ID improvement requirements & progress		

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	<ul style="list-style-type: none"> • Standard Rates Guidelines to make it clear what our reimbursement rates are. This should be updated annually. - Own car travel rates, e.g. AA + tolls - Coach rates (e.g. training camps, facilitation, etc.) - Assistant Coach rates - Allowable Travel claims, (e.g. SAOF Man. Comm. meetings) - Maps & Other 	Draft an initial document for revision.	GRM	ASAP
9 Development	Generate a draft framework agreement for making it easier to manage development activities (e.g. Zoe, Ephraim, etc.).			
9.1 YOC	Remove as separate item and include under participation.			
9.2 Schools League	Schools Provincial Champs. Need to explore how schools leagues finals can be recognised as Provincial Schools championships.	Research into the method by which Schools League final(s) can be recognised as provincial sports champs.	KC, VB	Apr 2014
9.3 Participation	Incentive Schemes – general discussion around incentives to increase participation levels. We can learn from what works for others and replicate, e.g. Park Run. SAOF should look at ways to incentivise clubs & provincial associations (e.g. GOC). Clubs & Provincial associations need to look at ways to incentivise participation.	Roll out discussion back to clubs. Consider appropriate SAOF incentives.	All	Ongoing
9.4 Training Courses	TW is targeting an SAOF L1 coaching course for Limpopo in June/ July, based on having registered our			

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	<p>course with SAQA / CATTHSETA.</p> <p>Consider more Teacher's Training Courses based on the practical concept that Lisa has refined over the past few years.</p>			
10. Technical	Planner's Seminar to be delivered by ROC on 11 Jan is on schedule. Should be attendance by 1-2 people from all active clubs.			
10.1 Technical Committee	NvH is snowed under & unable at present to handle the task of appointing a sub-committee with the brief to look at Guidelines around sanction events.	GRM to consider activating this.		
10.2 Mapping Committee	Plenty of applications (Big Five, AR Club, RACO). In excess of project budget. Need to improve administration timelines(i.e. feedback to applicants + keep traceable records)	<p>Manage funds distribution timelines and shift some agreements into next SRSA cycle.</p> <p>Feedback to applicants.</p> <p>Maintain records on Google Drive.</p>	<p>NvH,</p> <p>VB</p> <p>NvH, VB</p>	<p>end Jan</p> <p>ASAP</p> <p>Ongoing</p>
10.3 High Performance	<p>Problem as no HP manager & VP Technical does not have capacity. Tania Wimberley (TW) is driving from within the Selection Committee.</p> <p>Need to get more involvement of HP athletes and parents. Better communication is required where athletes (and parents) know & understand financial commitments involved. - Need to somehow build this in to how HP functions.</p>	GRM will manage interaction and consult NvH telephonically on approvals where required.	GRM	Ongoing
10.4 Coaching Commission	Good progress being made with materials development for SAOF L1 Coach course, aligned with SACF (Participant's Guide, Facilitators guide, Assessors Guide, etc.). Registration process with CATHSSETA has commenced.	GRM to continue to liaise with TW who is running this project.	GRM / TW	Ongoing

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	Alignment with SACF still a work in progress, as much because the requirements are still being finalised by SASCOC project team.			
10.5 Events Committee	<p>SA Champs: 5-year schedule</p> <p>SA Sprint – still on ad-hoc until an acceptable rationale can be used to manage a long-term schedule.</p> <p>WRE applications – 4 received on time and applications submitted. WRE entries to be managed from within Eventor. RL is SAOF super admin, who gives rights as required.</p>	Publish forest schedule.	VB	ASAP
11 General	<p>Western Cape Provincial Sports Council – SASCOC dissolution meeting feedback from SM. Useful to gain insight into workings of sport in SA.</p> <p>Received minutes from Gauteng Provincial Sports Confederation.</p>			