



# OCEANIA SQUASH FEDERATION

## Minutes of 2012 General Meeting held at Sports House, Brisbane on Sunday, 14<sup>th</sup> October 2012.

1. The 2012 General Meeting was duly opened at 9.45am by Mr Col Clapper (President) and a welcome extended to all those present.

2. **Attendance and Apologies** – as noted below

### Present

Mr Col Clapper	President
Mr Murray Day	Immediate Past President
Mrs Carol Kawaljenko	Executive Officer
Mr Etuale Sefo	Samoa
Mr Jim O'Grady	New Zealand
Mr Neven Barbour	New Zealand
Mr John Lee	Australia
Mr Edmond Pereira	PNG
Mr Dick Best	OSF Masters Committee Member

### Apologies

Mr Butch Gifford	Vice President
Mr Mal Tarrant	Vice President
Mr Grant Priest	Cook Islands
Mr Edward Roxburgh	Fiji
Mr Jean-Jacques Annonier	New Caledonia
Mr Yannick Jacobe	Vanuatu
Mr Gary Hampson	OSF Representative - WSF Major Games Committee
Mr Ken Watson	OSF Representative – WSF Coaching & Development Committee
Mrs Chris Sinclair	OSF Rules & Refereeing Committee Convenor
Mr Robin Jayesuria	OSF Masters Committee Member
Mr Gower Dallimore	OSF Masters Committee Member
Mr Jeff Wollstein	OSF Coaching Committee Member

3. **Confirmation of Voting Entitlements**

### For Constitutional changes and setting of Membership Fees:

Australia	5 votes	Mr John Lee
Cook Islands	1 vote	Proxy to Samoa
Fiji	2 votes	
New Caledonia	1 vote	Proxy to PNG
New Zealand	4 votes	Jim O'Grady
Norfolk Island	1 vote	
Papua New Guinea	3 votes	Edmond Pereira
Samoa	1 vote	Etuale Sefo
Vanuatu	0 vote	Unfinancial
OSF Officers	1 vote each	Col Clapper, Murray Day, Carol Kawaljenko Butch Gifford (proxy to M Day)

### Election of Officers

Member Countries	1 vote each	All proxies current as above
OSF Officers	1 vote each	

4. **Minutes of the Previous General Meeting**

Minutes of the 2011 General Meeting were accepted as a true and correct record of the meeting.  
Moved: Carol Kawaljenko; Seconded : Edmond Pereira

5. **Matters Arising from the Previous General Meeting**

No matters were raised from the previous minutes.

## 6. Notice of Motion

### a. Immediate Past President

Motion: That the position of Immediate Past President be amended to an ex-officio role of the Board.  
Moved: Murray Day: Seconded : Jim O'Grady

No further discussion was entered into as this had been discussed at the Workshop on Saturday, 13<sup>th</sup> October. Unanimous decision, by way of show of hands, to adopt the motion. Paragraphs 5.1.1, 5.1.2 & 5.1.3 of the Constitution are to be amended to reflect these changes.

### b. Succession Planning

Motion: That the incoming Committee investigates opportunities for implementing succession planning for future administrators of the sport within the Region.

Moved : Carol Kawaljenko: Seconded : Edmond Pereira

## 7. President's Report (tabled)

Moved Etuale Sefo, seconded Edmond Periera that the Report be accepted.

Mr Clapper expressed his gratitude for the support given to him by the squash associations and players throughout the region during his 20 years association with the Federation. He wished the incoming President and Committee all the best for the future.

A motion of thanks to Lorel Clapper for her support and assistance during Col's involvement with the sport was moved by Etuale Sefo and seconded by Murray Day.

## 8. Member's Reports

Reports from all Member Countries were tabled and accepted as read.

Moved : Murray Day: Seconded : Edmond Pereira

## 9. Financial Reports

Over the past 12 months the Federation's finances have been restructured to gain the most benefit out of investing funds.

### a. Audited Financial Statement was tabled and accepted.

Moved : Jim O'Grady; Seconded : John Lee

A motion of thanks to Mr Stephen Bowen, the auditor, was moved Carol Kawaljenko: seconded Murray Day.

### b. Statement of Current Financial Status - tabled for information.

### c. 2013 Budget

Proposed budget was approved as tabled.

Moved Carol Kawaljenko; seconded Edmond Pereira.

It was noted that Vanuatu was unfinancial due to lack of court facilities and ability to raise revenue. New Zealand offered to pay on Vanuatu's behalf.

### d. Confirmation of Member Affiliation Fees for 2013

The following membership fees were approved for 2013:

Australia	5,000
Cook Islands	400
Fiji	600
New Zealand	3,500
New Caledonia	650
Norfolk Island	400
Papua New Guinea	650
Samoa	600
Vanuatu	400
	\$12,200

Moved Carol Kawaljenko; seconded Jim O'Grady.

**10. Standing Committee Reports - Tabled**

- a. Rules & Refereeing Committee
- b. Championships Committee

Moved John Lee, Seconded Etuale Sefo that tabled reports be accepted.

**11. Election of Officers**

**a. President**

The following nominations were received by the due date, 13<sup>th</sup> September 2012:

Etuale Sefo                      Nominated by Samoa  
Neven Barbour                Nominated by New Zealand

Mr Etuale Sefo subsequently withdrew his nomination and Mr Neven Barbour was duly elected unopposed.

**b. Vice President**

The following nominations were received by the due date, 13<sup>th</sup> September 2012.

Jim O'Grady                    Nominated by New Zealand  
Edmond Pereira              Nominated by Papua New Guinea

Mr Edmond Pereira subsequently withdrew his nomination and Mr Jim O'Grady was duly elected unopposed.

**12. Other Business**

**a. 2013 Oceania Workshop and Annual General Meeting**

It was confirmed that the Workshop/General Meeting will be held in conjunction with Oceania Championships on Norfolk Island.

**b. Oceania Championships**

Executive Officer to liaise with Norfolk Island to move the event so it does not clash with the WSF AGM to be held in Christchurch from 20<sup>th</sup> to 23<sup>rd</sup> October 2013.

**c. OSF Masters Championships**

Fiji have expressed interest in hosting the event – no date has been confirmed to date. Recommendation that event be held in conjunction with their annual Hibiscus Festival. Executive Officer to contact new Committee and confirm dates.

**d. OSF Junior Championships**

The hosting and scheduling for the next junior championships to be reviewed and confirmed.

**e. Life Membership**

Moved Colin Clapper; seconded Murray Day that Life Membership be awarded to Mr Butch Gifford in recognition for his tireless work over many years promoting squash in the Oceania Region. Meeting unanimously supported the motion.

Mr Neven Barbour to express OSF's gratitude to Butch for his dedication to the sport.

- f. A motion of thanks to Col Clapper was moved by Etuale Sefo, seconded by Murray Day; for his many years of support to OSF and sincere appreciation of his, and Lorel's effort over the years.

**13. Meeting concluded and formally closed at 11.45am.**

# PLANNING FOR THE FUTURE OSF WORKSHOP NOTES

Saturday 13<sup>th</sup> October 2012



## Present

Col Clapper  
Murray Day  
Carol Kawaljenko  
Etuale Sefo  
Jim O'Grady  
Neven Barbour  
John Lee  
Jeff Wollstein  
Edmond Pereira  
Dick Best  
Trevor Smith

President  
Immediate Past President  
Executive Officer  
Samoa  
New Zealand  
New Zealand  
Australia  
OSF Coaching Committee  
PNG  
OSF Masters Committee  
Squash Australia

## 1) TOURNAMENTS AND CHAMPIONSHIPS

### a) Oceania Championships

The updated draft version of Oceania Championships Regulations was tabled and discussed.

Perpetual Trophies – currently taken back to winner's country for display. That country has the responsibility of ensuring the trophy is returned in good repair for the next Championships. Some trophies are old and beyond repair and it is very difficult to assess their condition if they are only returned at the Championships. If OSF retained the trophies they could be kept in good repair and engraved at the conclusion of each Championships. There were varying opinions at the meeting. Member countries to be canvassed on their views.

Inclusion of Australia & NZ into the Championships was discussed. A separate Pacific Cup could be awarded to the Island Nations winning team. Needs to be explored further by incoming Committee.

The proposed dates for the 2013 event in Norfolk Island will clash with the WSF AGM to be held in Christchurch, New Zealand from Sunday 20<sup>th</sup> to Wednesday 23<sup>rd</sup> October. Important that OSF and member countries be represented at the WSF AGM. To avoid a clash NI to be asked to be reschedule to either the week before or week after the WSF AGM. Members to be advised asap.

### b) Oceania Junior Championships

Current regulations refer to Individual, Team and Doubles Events. Squash Vic hosted the 2012 event in conjunction with the Victorian Junior Age Championships and included singles events only.

OSF needs to ensure that the event is scheduled regularly. Proposal that Australia host the event in January 2014 and NZ in 2015. Australia and NZ prepared to host alternatively until a smaller country is able to host.

Regulation to be reviewed by new Committee to consider current needs, especially the introduction of the WSF Ranking Points.

- c) Oceania Masters Championships  
A successful 2012 event was hosted by Cook Islands. Fiji has expressed interest in hosting the 2013 event however they have recently changed management and this needs to be confirmed with them.  
There is no regulation to guide hosting countries. New Regulation to be drafted asap.
- d) 2015 Commonwealth Youth Games - Samoa  
Samoa reported that the squash association has been briefed and they have formed a Planning Committee. The Tournament Director and Referee are WSF appointments, however OSF has been asked to assist in identifying suitable persons in the Region. All expenses are covered by WSF.
- e) 2015 Pacific Games – PNG  
Squash confirmed as a participating sport. PNG Association working closely with government for the construction of new courts. Original plan to have courts included in Tennis Complex not the preferred option. Now working towards a standalone complex.
- Squash is an optional sport in Pacific Games and OSF needs to continue to work closely with hosting countries to ensure squash is selected as a optional sport at future Games. Team entries are restricted in squash due to the small number of countries with courts, whereas other optional sports have more countries playing their sport.
- f) Oceania Open  
PNG were allocated the Oceania Open for a period of 3 years – 2010, 2011 and 2012. Events in 2011 and 2012 were cancelled due to the lack of courts. The allocation of the event needs to be re-evaluated and EOI called for potential hosts.
- g) Arafura Games – Darwin  
Information distributed. An ideal opportunity for players to gain more experience and competition prior to Oceania Championships.  
Opportunity to run Referee course during the Games to be explored, especially for people from smaller island nations.

## 2) **DEVELOPMENT OPPORTUNITIES**

- a) Coach Education Program – PNG  
No official advice has been received, however unofficial advice is the CGF have allocated \$49,000 to the program on a \$ for \$ reimbursement arrangement. Funding is to enhance the strength of countries competing at C'wealth Games and geared at grass roots programs – not elite.

WSF Ambassador Program to support program. If program held close to Australian Open (or another Regional major event) a number of top players would support the program. Ambassador program fully funded – minimal local funds may be required.

Concerns as to when the program could be delivered with no courts in Port Moresby at present and the who would be the target group. OSF Officers need to work closely with PNG to implement program. PNG advised they are able to raise \$10K kina.

- b) Club Development (Jim O'Grady, NZ Chief Executive)  
Several Club Development Videos were shown that may assist smaller countries – these are available online through the NZ Website “For Clubs” tab.
- c) OzSquash (Trevor Smith, Squash Australia National Development Manager)  
Australia developing OzSquash Junior Program in conjunction with Aust Sports Commission, including development of specialized equipment to support the program. Successful pilot programs for the Phase 1 Active After School Communities Program have been completed. The next phase will be an In-Schools Program followed by an In-Centre program. Uptake of the AASC program has been very pleasing. A demonstration of equipment proved that old squashies never let go!!
- d) Oceania Development Officer  
The appointment of a Development Officer in the Oceania Region should be a priority for the incoming Committee. Australia and NZ encouraged to take a lead role, especially in sourcing government funds that may be available (eg AusAid). Programs need to be tailored to individual country needs.
- e) Advanced Sport Management Courses – ONOC  
Advice of these programs is normally received through the National Sports Federations at least 9 months prior to the prior beginning. Associations need to seriously consider taking advantage of these courses to improve their capacity.

### 3) **ANNUAL GENERAL MEETING ISSUES**

- a) Immediate Past President Status (Murray Day, NZ)  
Motion to change the Constitution so that the IPP is an ex-officio of Federation, and not a voting member, was discussed. The reasoning behind the motion is the outgoing President will be available for advice at any time and there is not need for he/she to be a full member of the Committee. Support for the motion was agreed and will be voted on at the General Meeting.
- b) Succession Planning (Carol Kawaljenko, OSF EO)  
The need for succession planning was discussed with several options put forward that could improve the governance of squash across the Region. Agreed that new Committee should explore options.
- c) Member Protection Policy  
Paragraph 9.2 of the new constitution refers to a MPP, however OSF does not have one at present. A draft was tabled for review by new Committee.  
  
OSF does not have any Officer's Insurance which is a risk factor for the Federation. Squash Aust has a national insurance scheme and may be able to assist. Insurance to be sourced as a matter of urgency to indemnify the Officers.
- d) Life Membership  
OSF does not have a policy regarding Life Membership, however there are guidelines. With Butch Gifford retiring after many years of devoting his time to assist the smaller countries throughout the region, discussion ensued as to his eligibility to be awarded Life Membership. Motion to be put forward at AGM.

#### 4) **STRATEGIC PLANNING**

##### a) Strategic Plan

The current Strategic Plan was briefly discussed. It has a lot of detail but it is difficult to determine what has been achieved since its adoption as there is no way to measure its success and no timelines indicated.

After consultation with members a new plan to be developed that is simple and prioritises goals – a one page document should suffice. Once the goals are determined an Operational Plan can be developed by the Officers outlining the strategies to achieve the goals, performance indicators and realistic timelines. This should be a priority of the new Committee.

##### b) Standing Committees

A review of Standing Committees was undertaken during 2012. Currently they align with WSF Committees, with a person designated as the WSF representative to the WSF Committee. The majority are dysfunctional, there are no terms of reference to guide them and there are far too many for such a small organisation. More emphasis should be put on establishing Committees that are actively working towards the future development within our Region and having positive input into OSF's strategic planning.

The recommendation to the Workshop was that rather than having Standing Committees aligning with WSF, OSF should determine their own needs. It may be more effective if OSF forms Working Groups to undertake specific tasks rather than having set committees. This way specialized persons can be sourced to take on a project within a specified timeline. New committee to explore options.