

Females in Training



Meeting of: FIT Annual General Meeting
Date: Saturday, 13 November 2021
Time: 9.00am – 10:30am
Venue: EQ Café, 70 Kent Street, Deakin

Via Teleconference – Join Zoom Meeting

<https://us02web.zoom.us/j/82686936350?pwd=VHhZRE9XSXJrWXpZUXFPT2N3TzlaZz09>

Meeting ID: 826 8693 6350

Passcode: 618700

AGENDA

Item	Responsibility	Attachment
1. Attendees and apologies	Vice President	
2. Minutes of previous annual general meeting for approval	Vice President	2020 AGM Minutes
3. President's Report	President	Report provided
4. Treasurer's Report 4.1 Statement of Accounts 4.2 Appointment of Auditor	Treasurer	2020-21 audited financial reports
5. Life Membership	Treasurer	
6. Election of 2021-22 Office bearers	Members	
7. Other Business		
8. Close		

1. Attendees and Apologies

Apologies:

- Di Evans
- Beth Peedom
- Lindy Hou
- Andrea McDonald
- Ella Robinson

2. Minutes of previous Annual General Meeting

The minutes of the Annual General Meeting held on 21 November 2020 are attached for approval and acceptance by members.



Females in Training (FIT) ACT

President's Report 2021

This report is provided in accordance with s 73 of the Associations and Incorporation Act 1991.

Member Name	Position
Samantha Shields	President
Andrea Teunissen	Vice-President
Jean Chesson	Treasurer
Leeanne Tennant	Secretary, Public Officer and TACT representative
Jill Wisbey	Coaching Coordinator
Ella Robinson	Membership Officer
Heidi Livermore	Communications Coordinator
Robyn McClelland	Policy and Insurance Officer
Virginia Lindenmayer	Committee Member
Josie Piccin*	Committee Member
Cath Spratley	Committee Member

*(resigned September 2021)

Females in Training (FIT) ACT wish to acknowledge the traditional custodians of the land we meet on, the Wiradjuri and the Ngunnawal people. We pay our respects to their Elders, past, present, and emerging, and extend that respect to other indigenous people who are present.

2021 presented us with further challenges following on from those presented by 2020. The global COVID-19 pandemic continued to make an impact, seeing to the cancellation of our face-to-face training sessions, many loved events, and, more importantly, post-training breakfast.

Principle Activities

Despite this, we were still able to hold our yearly Christmas party, with much thanks going to Fran Sankey for organizing the event. Held at the scenic Senate Rose Garden, FIT was able to celebrate the achievements of the year with delicious catering conducted in accordance with the Covid-safe plan. Celebrated were the achievements of Jill Wisbey, for her coaching coordination, and Jean Chesson for her Covid duties, which she took on in addition to those as Treasurer.

We were also able to celebrate the work of our volunteers, with thanks to Virginia Lindenmayer, who organized a lovely afternoon tea by the lake.

During the time we were able to return to training (December 2020 to August 2021), FIT continued the program of coached and uncoached training sessions for swimming, water running, running, and cycling.

Unfortunately, the Women's Triathlon Training Program for 2020 had to be cancelled because of Covid. Nearly all triathlon and duathlon events during the financial year were cancelled.

When training resumed, FIT generally continued its program of coached and uncoached training sessions as follows:

- **Swimming** - a one hour pool session weekly throughout the year, with two pool sessions during the summer, and an open water swimming session weekly during Summer (subject to water quality)
- **Water running** – three, one hour water running sessions weekly throughout the year
- **Running**- a one hour coached session weekly throughout the year, with multiple uncoached sessions on Thursdays and a weekly Saturday run
- **Cycling** - a weekly coached cycling session for novices on Fridays during the warmer months, together with uncoached sessions on Wednesdays, Fridays, and Sundays during these months. In Winter, two x 1-hour indoor cycling sessions are conducted; with the lockdown gain in August- October 2021, three on-line sessions were conducted.

When cases of locally transmitted Covid-19 started popping up in Canberra, sending the ACT into a snap lockdown, Emma, MaryAnn, Jane and Tamzen stepped up to provide members with virtual training sessions and training sets. Thank you so much for keeping us going.

I'd also like to thank Jull Wisbey for her work as Coaching Coordinator, and all our coaches who have put their time and effort in to keep the training sessions going.

The COVID Safety Advisory Group, led by Jean Chesson, worked tirelessly to ensure that FIT met, and continues to meet, the ACT Government health requirements. I'd like to take the time to thank them for their hard work and proactive approach to the ever-changing restrictions and requirements.

Planning for 25th Anniversary

This year marks our 25th year of incorporation. Throughout 2021, we swam, run, and cycled under the FIT 25 Anniversary Team name, including The Canberra Running Festival, and Laps for Life raising over \$2,600 for ReachOut.

We were meant to come together this month to celebrate 25 years as a club dedicated to promoting physical activity through social interaction amongst like-minded women. The intent was to hold our cocktail function, however the ACT lockdown from 12 August to 12 October meant that the Committee was forced to postpone the event until March. Thank you to Fran Sankey and the Anniversary planning committee for your hard work, which we hope will come to fruition next year.

An important legacy project for the 25th anniversary was the commissioning of a history of the first 25 years of FIT. The Committee awarded the work to Michele Boyle, Connie Clement and Di Evans, based on their proposal, and work proceeded during 2021.

Governance

A report from the Policy and Insurance Officer is attached, with policy development and review, and insurance matters, progressed well during the year. Thank you to Robyn McClelland for this work.

Most members of the Committee are continuing into 2021/22, with one resignation during the year (Josie Piccin) as she moved to Perth. Most unfortunately Heidi Livermore is not standing for the committee against next year. She has performed an invaluable role as Communications Coordinator, sending out the weekly Fit Flash and maintaining the web site. Thank you, Heidi.

Net Loss

FIT had budgeted for a loss during 2020/21 because of the anniversary activities. As per the financial statements and the Treasurer's Report, the net loss for the year was \$99.

Signatures of Officers:

Samantha Shields

Samantha Shields
President

Andrea Teunissen
Vice President

Report dated November 2021

Policy and Insurance Officer Report

Policies

I developed two new policies, 'Risk management policy and plan', and 'Extreme weather policy'. Both were adopted by the Committee.

I reviewed the following existing FIT policies with recommendations relating to some as follows. All recommendations were accepted by the Committee:

- **Use of the FIT Tent**, August 2005 – recommend: delete the reference to the attached 'Request to borrow tent' form as the form was not attached
- **Roles and responsibilities of the Committee and sub-committees**, October 2004 – recommend: delete reference to a pro-forma, as there was no pro forma
- **FIT Health policies**, July 2012 – recommend: 1) that the references to 'smoke free' be amended to 'tobacco smoke free', and 2) that the Committee develop a policy on conduct of activities in adverse weather conditions [which was done, as above] and cross reference the policy in the health policies document
- **Harassment Free Sport policy**, 1 March 2004 – recommend: 1) update references to two attachments (Code of Behaviour at Attachment **E** – to Attachment **D**; Prohibited person declaration at Attachment **F** – to Attachment **E**; 2) check our compliance with policy (at 5.1(f) - publication and display of names and contact details for the Member Protection Officer and a Mediator (which could be a mediator in another sport); and 6.4 – screening of potential applicants mandatory for coaches for reward, and 7.3 – completion of prohibited person declaration
- **Communications** – recommend: that the President and Communications Coordinator review this policy
- **Committee Code of Conduct**, September 2004 – recommend: 1) update terminology (from 'Management Committee' to 'Committee', and 2) include the document in the 'codes of conduct' attachment in the 'Harassment Free Sport' policy.
- **Coaches Code of Conduct**
- **FIT Clothing Pricing Policy**, 28 June 2005 -recommend: that the Outfit coordinator review this policy.
- **Cycling Bunch rules**, 14 July 2004
- **Advertising and sponsorship**, December 2016.

Three policies were still to be reviewed:

- Accident and injury reporting, March 2020 (seems OK, but consider reference to insurance)
- Endorsed activities policy, 25 August 2016 – consider any insurance implications
- Coaching reimbursement policy, 2 May 2016.

Insurance

Being new to the Policy and Insurance officer role, I sought to understand why FIT had taken out a separate Public and Products liability policy when *prima facie* this duplicated cover available from the Triathlon Australia (TA) insurance. FIT was covered by the TA insurance as an affiliated club. I assumed this investigation would be straightforward but unfortunately it was not, mainly because answers to questions put to our separate insurance company, TA, the TA insurance company and AusCycling were very slow in coming.

Our current understanding, based on advice provided, is that the separate FIT policy is required to provide professional indemnity cover for our coaches, where coverage is not available through insurance applying as a result of their coaching accreditation.

In particular, we were advised that:

- accreditation as a coach by Triathlon Australia is required for coverage under the TA professional indemnity insurance; but
- Foundation-level TA accredited coaches are not covered unless they are supervised by a higher-level TA accredited coach. This supervision has to involve physical supervision, ie, a foundation accredited coach could not coach on their own. As FIT has only one higher level triathlon coach, this requirement is prohibitive.

Further, we were advised by AusCycling, that cycling coaches accredited by AusCycling were not covered by AusCycling insurance unless they were coaching AusCycling members. Only a very small minority of our members are AusCycling members.

Consequently, to ensure professional indemnity coverage for our coaches, which the Committee saw as essential, FIT once again took out a separate insurance policy.

Unfortunately, we were not able simply to renew our existing policy because the insurance underwriter no longer provided coverage of cycling. The cost of the new policy was ~\$3,000, a significant increase on the cost of our former policy which was ~\$900. Because this expense is now so significant, an important task for the next Committee is to develop a future strategy for professional indemnity coverage for coaches.

On the positive side, however:

- the definition of coaches under the new insurance policy would, I believe, extend to include volunteer assistants (eg, ride leaders) [coaches and referees were defined as: *any of Your Coaches, Referees or Members who are accredited and qualified in accordance with the requirements of the Sport nominated in the Policy Schedule and/or a person with a minimum of coaching or refereeing experience in the nominated Sport indicated in the Policy Schedule* (namely, running, cycling, swimming and water running, with FIT as a triathlon club, ensuring that if anything adverse occurred in transitions, it would be covered)]; and
- coverage included on-line training.

Robyn McClelland

Policy and Insurance Officer, 2020/2021.

FIT ACT Membership report for 2020/2021

- The number of FIT members at 30 June 2021 was 293 (compared with 316 the year before)
- Triathlon Australia shut down its membership portal on Active Network on 30 April 2021 and commenced a transition to a new platform, GoMembership
- New memberships for 2021/2022 opened within GoMembership on 1 June 2021
- All members needed to rejoin following the transition, as recurring memberships did not carry over to the new system
- As part of this transition, Triathlon Australia changed its own membership structure, which had flow-on effects for the FIT membership structure. There are now four levels of FIT membership: Social, Basic, Standard and Premium, which have different benefits (including insurance in some cases) associated with them. More details are available from the Triathlon Australia website.
- The Membership Officer attended a number of training sessions and webinars to learn about the GoMembership system.

FIT AGM

13 November 2021



Treasurer's Report

The Auditor's report and Financial Report for the year ended 30 June 2021 are attached.

FIT recorded a small loss (\$99) over the year. This result is somewhat optimistic because it includes membership renewals (~\$3,000) that occurred just prior to the end of the year and would have previously been reported in the 2021-22 financial year. This pattern may or may not continue depending on the timing of renewals under the new membership platform.

Regardless, the 2020-21 outcome is a good result for FIT given the COVID-19 disruptions. We are fortunate to have a solid asset base which has allowed the FIT Committee to commit to activities to keep the club running while experiencing a significant drop in income. As noted in previous treasurer's reports, FIT relies on programs such as WTTP to cover its expenses. Membership fees alone are not sufficient.

The financial outcome for 2021-22 is expected to be less positive. We are currently budgeting for a sizable loss (~\$20K). This includes unusual expenses associated with the celebration of FIT's 25th Anniversary as well as a substantial increase in insurance costs. The loss may turn out to be less than predicted given the rapid relaxation of COVID restrictions and the potential to resume paid programs.

The task of the new FIT Committee will be to return to a more balanced relationship between income and expenditure in the 2022-23 financial year. This should include boosting membership and participation in FIT programs. The FIT annual membership fee of \$50 (as distinct from Triathlon Australia fees) has not changed for several years and has, in fact, declined from FIT's perspective as we now incur a transaction fee of \$1.45. We need to consider the pros and cons of increasing the membership fee in future years.

Jean Chesson
Treasurer

4.2 Appointment of Auditor

It is recommended that Robert Bogdanoski CA and Principal, Elicidate Accounting & Tax is appointed as auditors for FIT for the 2021-22 financial year.

5. Life Membership

There were no nominations received for life membership.

6. Election of 2021-22 Office Bearers

President	Samantha Shields (Continuing)
Vice President	Andrea Teunissen (Continuing)
Treasurer	Jean Chesson (Continuing)
Secretary / Public Officer	Leeanne Tennant (Continuing)
Coaching Coordinator	Jill Wisby (Continuing)
Communications Officer	Kate Corbett (New)
Policy & Insurance Officer	Robyn McClelland (Continuing)
Membership Officer	Ella Robinson (Continuing)
General Member	Alison Briton (New)
General Member	Cath Spratley (Continuing)

7. Other Business
