

Sunshine Coast Paddlesports Club
Standard Operating Procedure.



Agenda June 2026

Date Of Meeting : 12/6/2026

Sunshine Coast Paddlesports Club, Committee Meeting Agenda Friday 12th June, 2026, 5:30pm, Club House, Fishermans Road, Maroochydore

Attendees: Paul Shipton, Martin Parsons, Justin Wright, Oliver Sweetman, Tim Kreis, Nicky Donaldson

Apologies: N/A

Previous Minutes May 2026

The minutes of the meeting of May were tabled.

Martin moved that the minutes were a true and accurate record. Paul Seconded , motion passed.

Business Arising:

<i>Item</i>	<i>Person</i>	<i>By When</i>	<i>Status</i>
List Expenditure Items for ratification at each meeting	Oliver + others as appropriate	From September 2025 meeting	Ongoing
Read and monitor water meter	Paul	From September to December	Ongoing
Security Camera Monitor and Keyboard to be purchased. Noticeboards, shelves, defib, broken oven, noticeboards to be fitted.	Paul	30th July 2026	Ongoing. Oven is the big ticket item. Cameras \$1140 Further conversations to be had on old oven Monitor in training area with HDMI cable attached
Club Credit Card	Oliver	30th June 2026	See item 9.1
Domain Management / Website Hosting	Oliver	30th June 2026	Feasibility of Club Credit card.
Introduction of Xero	Oliver	30th June 2026	Progress of implementing Xero.
Lapsed Memberships / Boat Storage Fees	Paul	Ongoing	Cull of JustGo. Ongoing
Play On voucher scheme	Paul	Ongoing	Looked into. We now have access. - COMPLETED
Come and Try	Club Committee		New coaches in training – Will keep on agenda until we restart. May run on sundays.

<i>Item</i>	<i>Person</i>	<i>By When</i>	<i>Status</i>
New Racks	Paul and Martin	June 30th 2026	Ongoing. Todd Grace has contacted Martin re Maroochydore Life Savers training out of club during their renos. There is discussion about them paying to track out 3rd door (door I) of new shed. There is also an option of moving rack in door D to door I. Organise Working Bee to Move rack and Tinny.
Funding of Juniors	Club Committee	June 30th 2026	Ongoing. Need to put in guidelines.
Change current lock system to a electronic / hybrid arrangement	Paul	June 30th 2026	Ongoing
Cover for wheel on trailer	Paul	June 30th 2026	Ongoing
Club Website and renewal to Biz Standard plan. Drop the maroochyriverpaddle.online when it expires.	Martin / Oliver	June 30th 2026	Have renewed due to time constraints. Oliver looking into security.
Procedure for removing non paying members	Paul / Martin	Sept 30th 2026	Will send a reminder August 1st then if still outstanding by September 1st a member will have one week to rectify the situation.
Replace Flammable Cabinet	Paul		- COMPLETED
Blue Card	Paul	Sept 30th 2026	Update club blue card registry and ensure all still valid
ClubMap	Martin		Attended webinar, covers much the same as other similar things. Completed
AGL Account	Martin		Martin now on AGL account - COMPLETED
Increased membership fees	Martin		Have put facebook message up clarifying fee position, and restated in newsletter. - COMPLETED

June Agenda

- Treasurer Report:** Oliver tabled his report on major expenditure throughout the month. Moved Oliver, Martin seconded, that the report be accepted, all in favour.
- Trailer for Tinny**
Current trailer is beyond repair. Need to buy a new one. *Paul looking at options*

3. 2027 Marathon on Sunshine Coast - *Close*

In summary, many of the concerns previously raised can be set aside for now, as the majority of the planning, administration and event delivery responsibilities will be undertaken by Paddle Australia (PA) and Paddle Queensland (PQ). SCPC will not be responsible for running the event.

The host club's primary role will be to provide volunteers, event crew and safety boats.

4. Paying Coaches - *Close*

Have looked into payment of coaches and its a grey area. Firstly:

From Qld government website

“From 1 July 2024 incorporated associations will need to disclose remuneration and other benefits at their annual general meeting (AGM), even if the amount to report is zero.”

“Remuneration includes salary, allowances and other entitlements.

Other entitlements include:

free coaching sessions

waiving membership fees

discounted purchases at your association’s club or shop.

It does not include reimbursement of out-of-pocket expenses.”

There is a thing called “Honorariums”. From ATO

“honorary rewards for voluntary services are not assessable income and related expenses are not deductible

fees received for professional services voluntarily provided are assessable income of the volunteer. In this situation, they may be entitled to a deduction for expenses incurred in performing these professional services.”

“Example: Honorarium – not assessable income

Michael works as a computer programmer at the local city council and volunteers as a referee for the local rugby union. This year, he organised an accreditation course for new referees. He applied for a grant, arranged advertising, assembled course materials and booked venues. Michael is awarded an honorarium of \$100 for his efforts. The honorarium is not assessable income.”

Its recommended if going via honorarium then volunteer agreement is put in place.

Re-imbursing for expenses etc is valid. For instance:

- Paying fuel bills for taking club boats to an event.
- Costs of taking coaching courses

5. Just go Membership Privacy Statement - Close

“As a condition of affiliation and in accordance with clause 4 of the Paddle Australia Club Affiliation Policy, clubs must either opt into the Paddle Australia Privacy Policy or hold their own Privacy Policy and declare compliance annually in JustGo. All Club Committee members and Club Administrators must understand and agree to comply with the Policy.”

Martin has done.

6. Boat Storage Fees

Audit completed. Still a few boats not claimed. Martin will put something in Newsletter and on facebook.

Martin will update boat storage fees as memberships renewed.

Put out notice that if boats are moved then email club with details of movement.

Everyone must pay ??? Have had people say they let club use their boat which is why they did not pay for storage. - **Everyone must pay for the storage of their boat(s) no exceptions. A boat is either a members boat or a club boat.**

Do we need a boat master ? - **Yes, once we get a process fully bedded in.**

Aim to create:

A couple of guest spots - **Agreed**

Club members selling boats. Can place them on rack, for one month(??) with their contact details and price. - **Agreed**

Put out notice if a member wants to donate a boat they must first email club with a picture and description of boat. Club will then decide whether it fits the club requirements.

If a member sells their boat, and no longer require the storage spot, and offers the spot to the purchaser, it is upto the seller and purchaser to discuss and resolve any financial compensation regarding the storage spot. If the purchaser is taking the spot then they need to inform the club of this.

Coaches to assess club boats and reduce numbers from around 90 to 60 by Aug 1st. Paul to talk to Jake regarding the list of boats and events that Jake is putting together. This list will be the starting point of what boats the club requires.

7. Paddle Like A Champion

7.1. Probably two to three years ahead of where he expected in regards numbers.

7.2. Will probably setup a sub-committee to handle. This will report to main club committee.

7.3. Club Apparel. Jason mentioned that PQ use a company that can do small runs and one offs. BWA Promotions in Burleigh Heads sales@bwapro.au. **Check quality of items.**

7.4. Need to apply for grants to upgrade gym equipment. Jason working with Delia on this.

7.5. Does it generate enough money to make it self funding for races.

Leave this on Agenda until Jasons return. Discussion will include a sub committee and funding. Would it make sense to include all the kids within an overall program.

8. Maroochy River Race / Dunethin Rock

Do we run and if so format and when.

Dragon boat people have asked are we running it in August.

Do we run this as a bare bones event. Martin to talk with John Smallwood regarding possible dates and course. Maybe run from and back to club house. Have say 3 or 4 different distances.

9. Any Other Business

9.1. Club Credit card

Was agreed by all of the club committee that the club would get a club credit card from Heritage bank that would be issued to the club President, Martin Parsons. The credit card would have a maximum limit of AUD \$1,000. Martin and Oliver arrange to go to bank and start the process.

9.2. Just Go. A new report is going to be setup that contains the information the club requires minus privacy info. Paul is dealing with this.

9.3. Septic Tank. We are having to pump out the tank more frequently now. The pipework and tank have been checked for water infiltration and there does not appear to be any. Therefore the increase is due to more waste from the showers and toilets. Paul will talk with Suttons regarding options.