

Sunshine Coast Paddlesports Club
Standard Operating Procedure.



Minutes September 2026

Date Of Meeting : 11/9/2026

Sunshine Coast Paddlesports Club, Committee Meeting Agenda Friday 11th September, 2026, 5:30pm, Club House, Fishermans Road, Maroochydore

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

Apologies:

Previous Minutes August 2026

The minutes of the meeting of August were tabled.

Martin moved that the minutes were a true and accurate record. Oliver 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
Club Credit Card	Martin / Paul	30th Aug 2026	Ongoing. See item 3
Introduction of Xero	Oliver	30th Oct 2026	Xero. Looking at the Ignite Zero product at \$36 per month. Can we pay via direct debit ? - Believe so
Asses Club Boats	Paul	Ongoing	See item 6 - Paul to find out spec ski size
New Racks	Paul and Martin	Dec 30th 2026	Awaiting quote
Funding of Juniors	Club Committee	Oct 30th 2026	Ongoing. Wait until Jason gets back. See Item 13
Change current lock system to a electronic / hybrid arrangement	Paul	June 30th 2027	Ongoing - Paul sent Wayne scope of works
Non Paying members	Paul / Martin	Sept 30th 2026	See item
Life members			Paid Clints but not the other two. See item 4
Club PFDs	Paul and Coaches	Nov 30th 2026	Assess club PFDs and remove those older than 10 year. - Ongoing

<i>Item</i>	<i>Person</i>	<i>By When</i>	<i>Status</i>
Storage Cupboard		31/12/2026	Get a storage cupboard for main shed - Martin to talk to Pete

September Agenda

1. **Treasurer Report:** Oliver tabled his report on major expenditure throughout the month. Moved Oliver, Martin seconded, that the report be accepted, all in favour.
2. **Treasurer**
No-one has come forward yet. Will ask again.
3. **Club Credit Card**
To get a club credit card we have to change the constitution, which requires a general meeting. First point we could probably do that is the AGM. Do we still pursue this. - Assess nearer time of AGM
4. **Life Members**
Status of Fred ? Anyone know.
Renew Robs ?

PA Life membership criteria more detailed than PQ. Recommend that we use PA guidelines in future.
They are all recognised as life members of Sunshine Coast Paddlesports Club. Martin to put up a page on website.
We need to find out if they still require PA and PQ membership.
5. **Coaches and an honorarium**
Propose club remunerate the coaches for Voluntary work. Look at boat storage reduction or a free spot ?

Need to think about criteria since many people give time to the club.
Come up with a criteria and talk about at next meeting. Maybe based on x hours per month across the whole year.
Maybe gift a boat storage spot.
6. **Boat Storage.**
Club Boats
Coaches to assess club boats and reduce numbers from around 90 to 60 by ?????
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. - **Ongoing. Will become a business arising topic.**
7. **Non Payment of Memberships**
Beau Cain Bishop has been emailed and letter left on boat no response. - **Appears that Beau may not have been to club recently.**
8. **Maroochy River Race / Dunethin Rock-**

Start Times and number of groups. 8am is optimum start time.

Regarding results. There is a plugin for website that we could potentially use called Sportspress - Martin will investigate.

Not firmed up yet but 7:30am Race Brief with a 7:45am / 8am start. Make descion on day regarding having one or two starts. Have a disclaimer that entrants must have a PA or PQ membership. Also BYO food etc.

9. Club Time Trials - 3rd Sat of month.

First one 3rd Saturday of October ?

Which route ?

Loops from club house, to marker, Lagoon, Club house - 3km loops.

Petrie Bridge - 7km

Eudlo Creek - ???

Make a call closer to time regarding course based on tides, weather etc.

10. Status regarding accounts

Progress with Xero ?

Has EOFY process started ?

Oliver is working on onboarding Xero.

11. Tinny Maintenance

Service went OK. Requires replacement anchor and oars.

12. Grant for Gym Equipment

Delia is applying for granny money to update / replace gym equipment.

13. Junior Training

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.

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

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

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

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

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

13.6. How to fund. For instance use a fixed percent of a Juniors club fee to seed each year and if any more money reqd they raise themselves ????

13.7. Number of coaches when with juniors

When coaching groups of juniors there needs to be at least two adults, ideally one male and one female. It is not always feasible to have the two genders, the committee acknowledges this and as such have two adults of the same gender is acceptable.

If there is just one adult ideally the training session should be within view of the beach by the clubhouse and a parent watching the session from the beach.

When Jason returns going have to see what is achievable when coaching juniors and there is a small number of juniors and the training requires being not within visibility of the beach.

These guidelines will need development.

14. Junior Training

From: Jason Keating <bulldog689@gmail.com>

Subject: School Holiday Coaching Clinics

Date: 4 September 2026 at 4:57:43 pm AEST

To: Sunshine Coast Paddlesports Club <sunshinecoastpaddlesportsclub@gmail.com>

Paul

As we discussed this morning when we were paddling , it was good to be paddling again, I have about 4 weeks before I return to work. This includes being off work for the entire school holidays so I'm considering offering some paddling clinics during the holidays and couple of additioanl programmns.

I have 2 agenda's in mind.

1. Stroke Fundamentals

max 3 athletes - suited to those with their own equipment

2 hour sessions with

classroom

dry land work

paddling

Boat and paddle optimisation

I want to include video analysis and performance (stroke power, boat pitch, yaw and roll) analysis (I've now got a Janova paddlepulse sensor)

Maybe 4 sessions available (not aimed at repeat attendance)

2 each week

2. Introduction to paddling

up to 10 athletes

similar program as before we ran on 8 weeks. Here we send out invite to local high schools adn SLSC to share with students and or mates os thise paddling. To pick up the few who missed the earlier session.

5 x 1 hours sessions

1 course only

Can you discuss with the committee about these, if they are on board then we can set dates and times so we can develop promo's, fees etc.

Jason

Paul raised the issue of trying to track who has paid etc and with the different types of membership. To keep thing simple decision made that the juniors just need to be members of the club for the duration of any courses. So this would be the std 6 month or 12 month membership. Martin to advise Jason of this.

15. Any Other Business

- 15.1. Running costs of tinny. Essentially only the QAS people are using the tinny but the club is paying the running costs. Oliver will supply total running costs of the tinny and we will approach Sharlene to see if QAS can help out.
- 15.2. Boat trailer. If we book service far enough in advance can we borrow a trailer from Port Of Call, save club having to buy a new trailer.
- 15.3. Fire and Pest inspections happening next week 22nd and 23rd Sept.