

MELVILLE LITTLE ATHLETICS CENTRE

MINUTES OF THE MONTHLY MEETING HELD ON 29th OCTOBER 2013 AT MELVILLE LITTLE ATHLETICS CLUB ROOMS, MARCUS AVE BOORAGOON COMMENCING AT 7.05PM.

1. PRESENT: Teresa Blackman, Julie Rees, Annette Ellul, Kylie Broughton, Catherine Zhoya, Steve Ford, David Rowbottom, Terri George, Reg Bourne, Roger Hinton, Ilsa Yates, Kate Peers, Mel Spence, Brett Johns, Sharon Madlener, Jacqui Richards

2. APOLOGIES: Mark Blackman, Chris Craggs, Kate Fox, Jacqui Richards, Eric Christian, Simon Kenworthy-Groen, Lynette Field, Sarah Boxley, Ann Marie Becker, Michelle Kenworthy-Groen, Mark Shaw, Megan Wall, Tammy Crawley, Julie Pearman-Johns

3. WELCOME: The chairman welcomed everyone to the meeting.

4. PREVIOUS MINUTES: It was moved by Roger Hinton, seconded by Kylie Broughton, that the minutes of the previous meeting, conducted on 1st October 2013, be accepted as a true and correct record of the proceedings. **Carried.**

5. ACTION ITEMS:

3/9/13 – 1 Volunteers to help with PMH day and ideas for what we should do – Club raffle hampers, m&m guess, serial number on note sold and drawn will do more on day. Thankyou to Julie Pearman - Johns for organising the posters. Thankyou to the volunteer for stitches the bear. Sharon will bring PMH merchandise and gold coin donation for free dress with best dressed prizes.

3/9/13 – 2 Organise Tear drop banner- Chairperson has received banners - Closed

1/10/13 – 2 Let Chris know how many people from your club at coach the parents - Closed

1/10/13 – 3 Find coach's for under 12 development. All coach's found except Javelin - Closed

1/10/13 – 4 Send media release forms to David – We have 575 members and 200 with incomplete media release forms.

1/10/13 – 5 Ask members for new website manager – Will need to take responsibility for the website.

1/10/13 – 6 Seniors webpage update – see seniors report

1/10/13 – 7 Call for 2nd hand Melville singlets – Please keep advertising for these.

1/10/13 – 8 Ask Council for signboard – council report

1/10/13 – 9 Ask council to top dress oval – completed

5. CORRESPONDENCE

WALA meeting agenda

Report for Frank Jamison

Bank statement

Public Liability overdue

Beyond bank AGM notification

Centre Admin Award Criteria

Executive position job descriptions – send out to everyone

ITC clinic reminder

Champ Officer meeting
Email from Cockburn about stitches the bear
PMH Donation Form
Bill and Betty's Relays
Lachlan McDermott ruling reply from WALA
Beyond Bank AGM details
Find a centre
No Refunds
Kilt Run Challenge
Sports view
Email from Paul Christenson

6. REPORTS

Chairperson:

: PMH Day – Email forwarded to clubs regarding actions – thank you in advance for your contributions.

Thanks to Sharon Madlener for organising Merchandise

Thanks to our Stitches volunteer 'you know who you are!'

Thanks to Julie Pearman-Johns for organising an advertising poster.

Don't forget 'gold coin' donation for free dress day.

Prizes for best dressed will be awarded.

Require volunteers to 'shake' tins.

Have received an email stating we will have firemen present to sell the calendar again this year.

Tear Drop Banner:

Organised and delivered. Will be very prominent at State events!

Managers' Meetings during competition day:

Over the past couple of weeks I have provided feedback from Sat competition and forwarded to clubs/committee.

Particular points to be stressed are: uniform, spikes, rubbish – Please put all rubbish in the bin.

WALA State Multi Event Championship:

Due to track repairs being conducted at AK Stadium it is highly likely this event will be amended.

Informally we were advised it may be 16th Feb, however this is not confirmed as this date conflicts with the WA State Championships. There is also talk the event may be moved to Bunbury. This is a heads up only. We will inform members as soon as we are advised of any date and/or venue change.

City of Melville Youth Sports Scholarship:

Congratulations to Caitlin Blackman, Kate Holt, Kai Metzner, Alexander Phua and Nicole Robinson – Melville Roar athletes that were all awarded City of Melville Youth Sports Scholarships on 16th October.

Secretary: Please send list of club committee member to Teresa to see who is eligible for service awards. **(Action 29/10/13 – 1)**

Treasurer:

As at 30th October 2013:

CBA account balance = \$13,507.97

Beyond Bank balance = \$59,014.49

Unpaid invoices to MLAC = \$1673.00 (O/S)

Total cheques to be deposited on 31/10/13 = \$7690.00 (NB: not included in above balance) - Regos & shorts.

Invoices paid from new Beyond bank account = \$7116.51 (Reimbursements, Armandos & Sports Circuit Line marking)

Unpresented cheques = \$28,288.00 (to WALA)

Registrar: We have 575 athletes registered this season. Melway, Leeming and Bateman Bullcreek are still open. Can all clubs please submit their kidsport vouchers to Kate. **(Action 29/10/13 – 2)**

Records and Results Track:

Track Recorder

Week 1 we had 420 athletes competing

Week 2 we had 489 competing and 3 track records broken

There are a total of 572 athletes now registered.

After the first two weeks we have come across both new and recurring problems.

Some issues have been:

- timing computer not working
- timing gates not set up correctly
- times not being written out in full
- times next to the wrong athlete
- athletes getting a time but weren't competing/athletes not getting a time
- although had competed
- Recorders not checking the top of the printout as to race/heat number
- therefore the same times were given to two different age groups.

I have spoken with the clubs in charge of recording however would like to put a request out to all clubs, whether it be track or field, if parents could please take a little bit of extra care when writing down the times/distances next to the correct athlete. Otherwise, considerable effort is needed to try and correct errors, and in

some instances they are unable to be fixed. It is always good to check the name and the registration number, on their shirt while putting down their result.

I would particularly like to thank Kim Vladich, who was the Marshall on the straight track on Saturday. If it wasn't for her diligence when putting down each athlete's heat and lane number, the errors would not have been able to be fixed.

It is so important that all Marshalls write the heat and lane number next to each athlete, so if there is a query it can be checked, without this information it is impossible.

From this week all athletes will be in heats according to their PB.

Clubs please make sure that the Marshalls are aware of this and don't just line the athletes up and put in any order.

We have also had issues with the software program; this is being dealt with as quickly and as efficiently as possible. Please be patient there isn't a lot we can do. Timing Solutions are working on the archived results and hope to have them readily available to families and the centre prior to Christmas.

Thank you to all parents, we are all volunteers and so many parents are new and learning that it takes a huge commitment from all of us to keep things running smoothly with as little errors as possible.

Records and Results Field:

- Recording of results using Results HQ, and producing results for the website has been far less problematic than last season.
- Recorders on field sites are asked to take particular care to ensure that each athlete's results are recorded correctly. Track results have timing print-outs to go back and verify times, but entry of field event results relies **solely** on the result written on the recording sheet.
- A few extra minutes on the site to pay careful attention to each of the follow can save literally hours of time for the Field Recorder:
 - Check that correct 'metre' is recorded – eg. 6.95m not 5.95m is an easy mistake
 - Complete the 'best result' column for all athletes, and ensure it is the **BEST** result
 - Clearly note when an athlete's 'best result' is a No Throw – this is still recorded.
- It would be helpful to remind field recorders to write their name on the sheet, so that we can follow-up any questions with the person concerned.

Officials Co – Coordinator: When organising the redistribution of rosters consideration will be given to clubs that have already done the rosters. Under 9 boys might need a marshal. See how they go this week and decide.

Rosters will be re-aligned with registration numbers following Week 4 numbers. **(Action 29/10/13 - 3)**

Development Officer: Nil

Championship and Special Events: We have submitted 12 and a half teams for the teams challenge. The cost is \$10 per team and \$2.50 for 1 person. The centre will pay this cost. There will be no more bibs worn at state relays. The State championships and Zones rosters are dispersed on number of

athletes registered at your centre not number competing. We will have to encourage as many athletes as possible to enter zones.

Arena Manager: Reminder to all officials to be on time.

Wet Weather Policy as per the By-Laws: A decision to cancel, modify or postpone a scheduled Centre meet due to prevailing weather shall be made no sooner than 30 minutes after the official starting time at a duly convened meeting attended by the Arena Manager and Centre Chairman in consultation with a minimum of four members of the Centre Executive and four Club Managers (or their delegated representative).

Field Arena Manager: Nil

Winter Manager: Attended a winter wrap up meeting. Some issues that were addressed were times to walk the course and running of age group times. Some proposals were put forward and going to be taken to the board. The next meeting is on the 28th October. Will let everyone know the outcome.

Equipment manager: Purchased high jump sides and extra hurdles. \$400 for repair and service of hand held timer. Eric has minimised his input so will need to find someone to fill in when Mark is away to aid set up and help pack away.

Coaching Coordinator: Squad lists for relays go up this week. All coach's positions for relays filled except 8 boys and 15 Boys. If a coach is not a parent they will need to email working with children forms to secretary (**Action 29/10/13 – 4**)

Council Liaison:

To progress action 1/10/13 – 8, ask Council for signboard, I have prepared two options for the MLAC to consider to progress this action.

It is understood that there may be potential conflicts between the various user groups of the Len Shearer reserve and the purpose of the signboard is to display the formal approval from the City of Melville indicating the ground allocation to MLAC. (A copy of this letter should be available at the meeting). For further details on what the signboard will be used for, please refer to the Seniors Sub Committee report.

Option 1: MLAC request approval from the Melville City Council to attach a vandal proof signboard of an agreed specification to the Len Shearer club rooms between the canteen window and the shed door.

A suitable vandal proof signboard can be purchased and installed for about \$500 from Just Boards, refer image below. This sign board can be erected between the canteen window and the shed door facing the reserve. Further details in relation to the signboard can be found at www.justboards.com.au.



This option has the most likelihood of achieving an outcome in a reasonable time frame because there will be no cost to the City of Melville and the purchase and installation of the signboard can be expedited by MLAC. The control of the use of the signboard should also be easier to manage as there will be an implied ownership to the MLAC club.

Option 2: MLAC request the City of Melville provide the club with a suitable signboard at Len Shearer Reserve to display information such as ground allocations.

This should be the lowest cost option for MLAC, however our previous experience with the City is the length of time needed to achieve an outcome. It is likely that the City will not erect a signboard within this financial year and if approved it may be erected next year so this option would be essentially planning from MLAC using the reserve in the summer of 2014/15.

Option 3: Raised by Catherine at the meeting: Laminate letter and fix it outside window. A3 very strong laminate on a trial to see if it lasts.

The options were voted on and Option 3 was carried.

Canteen Manager : So far I have banked \$2103 and have \$1000 still to bank. No problems with ants so far this year. We had a query from a parent to sell mini melts ice-cream. This would be in addition to the regular ice cream van who donates a portion of his takings each week. It was proposed: Do we want to take on mini melts to sell ice cream on Saturday morning. All against. Not carried.

First Aid officer: The people on first aid duty need to look in the fridge in the shed for ice packs. A notice will be put on the outside of the fridge with Sharon's number and name so first aid person can contact her easily.

Communications/Website Officer: We are using about 9GB per month way above our entitled usage. 300 people are looking at the site per day. 2000 unique users in the past 2 weeks. We have explained to the host that this sport is seasonal and we use nowhere near our allowance in winter. There is a possibility that we may have to negotiate a higher user rate. Have solved storage user issues. All old emails were being stored.

Publicity: Nil

Uniforms: Nil

Seniors:

Item#1: Constitution. No action

Item#2: Coaches database

Letter to coaches: " Formal" Information Letter . See Attached. Will need to be accepted and signed by Chairman. Catherine to organise.

Catherine to draft a short letter of introduction whose aim is to invite coaches already using Len Shearer to join up. This Letter of Introduction is to be handed out: Albert. (Tony Reeves, Mark Neates, Kevin Richie, Jason Moyle, Bob Russell....)

Formal Information Letter to be on a notice Board on front wall/door of Club Room to help with conflicts during training session.

Reference to Simon Kenworthy-Groen research with the council on possibility to have a notice board. Option 1, option 2

Option 3: Affix the letter on the back of the window. Albert and Sarah to investigate.

Catherine still waiting for Coaches' criteria to be able to direct older little athletes to more advance senior coaching. Criteria are on the AWA website. Ilsa need access to these information and transfer them to Catherine. Roger to investigate. Option proposed to have the coaches' criteria on website.

Item#4: Athletes database

Catherine promotion of Senior at Little A: The numbers of Older Little Athletes registering to AWA should increase. There is already lots of Little A's registration to AWA.

99 seniors already registered, all Types included.

Sarah to do the stats once the season has started (1st Nov)

Senior Information Pack to hand out to older Little Athletes: Sarah

Item#5: Trophies. No action

Item #6: Website

Roger will format a more detail Senior section.

Subjects on each window to be edited, composed and email to David R, so "copy and paste" made easy.

Priority action.

Item#7 : Purchase of equipment: no action

Item #8 : Pro Race, 18th January 2013.

Contact Arena Manager to decide when to fit the Pro-Race into the program: Catherine. Roger to confirm how many heat/run before next Tuesday 29th Oct, MLA meeting.

Item #9 : Fundraising

BBQ: Date to host the BBQ on behalf of MLA : Championships program 2: 22-02-15. Accepted.

Raffle: On Pro-Race event, 18th of January. Organise a raffle. Everyone to look for prize.

Chocolate boxes: Minimum 17 box, 28days, profit around \$320. Pending.

General Business:

U18 Relay: 4x400m 8th nov

4x100m 15th nov

Roger to coordinate. All participants for 4x400m MUST run a 200m on 1st nov

All participants for 4x100m MUST run a 100m on 8th nov.

This will allow easier team allocation

Catherine and Sarah to communicate list of athletes wishing to participate before 30th of Oct.

7. OTHER BUSINESS:

1. Proposal to reimburse Lynette Field on the money she paid for coaching course which is \$150. All agreed
2. Need to nominate a team captain. The athletes that nominated were notes and a vote for Centre Captains was tabled. Nicole Clark voted as female Captain and Liam Peers as male Captain.
3. Sally Pearson Book 'Believe' can be ordered at a discount price. Clubs to co-ordinate club orders for overall Centre order (**Action 29/10/13 – 5**)

8. DATE OF NEXT MEETING: Tuesday 3rd December 2013 to be held in MLAC Clubrooms, Marcus Ave Booragoon at 7pm.

9. MEETING CLOSED: There being no further business, the meeting closed at 9.00pm

ACTION LIST

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|---------------------|--|-------------------------|
| 1/10/13 – 4 | Send media release forms to David | Clubs |
| 1/10/13 – 5 | Ask members for new website manager | Clubs |
| 1/10/13 – 6 | Seniors webpage update | Seniors Rep |
| 1/10/13 – 7 | Call for 2 nd hand Melville singlets | Clubs |
| 29/10/13-1 | Send list of club committee members to Chairperson | Clubs |
| 29/10/13-2 | Send Kidsport voucher to registrar | Clubs |
| 29/10/13 – 3 | Re-align roster allocation with updated Registration numbers | Officials Co-ordinator |
| 29/10/13-4 | Relay coach's working with children check if not a parent | Coaching Co-coordinator |
| 29/10/13 – 5 | Sally Pearson Book 'Believe' orders | Clubs/Chairperson |