

MELVILLE LITTLE ATHLETICS CENTRE

MINUTES OF THE MONTHLY MEETING HELD ON 6th NOVEMBER 2012 AT MELVILLE CLUB ROOMS, MARCUS AVE BOORAGOON COMMENCING AT 7.02pm

1. PRESENT: Teresa Blackman, Julie Rees, Brett Johns, Richard Grayson, Terri George, Liz Gregory, Catherine Zhoya, Julie Pearman-Johns, Roger Hinton, David Rowbottom, Dean Calder, Michelle Adamson, Annette Ellul, Ann Marie Becker, Reg Bourne, Kate Peers, Mel Spence, Sharon Madlener

2. APOLOGIES: Eric Christian, Mark Blackman, Chris Craggs, Ilsa Yates

3. WELCOME: The chairman welcomed everyone to the meeting

4. PREVIOUS MINUTES: It was moved by Brett Johns, seconded by Roger Hinton, that the minutes of the previous meeting, conducted on the 2nd October 2012, be accepted as a true and correct record of the proceedings. **Carried.**

5. ACTION ITEMS:

7/3/12-4 Organise items for raffle PMH day –Thank you to Julie Pearman-Johns who sent letters and organised great raffle prizes. **Action Closed**

4/9/12 – 1 Chase up some coaches for the coach the parents. Dean and Ilsa to decide if they want to organise another session of coach the parents in the next 6 weeks.

4/9/12 – 4 Find co-ordinator for towel fundraiser – All stock sold. **Action Closed**

2/10/12 – 1 Clubs need to check all their website information and get back to David if it is correct and what else they want on there. Continue with current information unless David is advised otherwise. **Action closed**

2/10/12 – 2 Clubs to email Michelle with names of who is rostered on their old site. This had occurred. **Action closed**

2/10/12 – 3 Reg to co-ordinate and find athletes to go in Kingsway vs Melville meet on 11th January 2013. Action ongoing.

5. CORRESPONDENCE

Letter from council - shared agreement.

U13 and 15 coach from WALAA

Gosnells quiz night

WALAA email about DVD arriving

Interschool athletics officials

Christmas fundraising

Kristen Plati Fundraiser

Registration tags and dvd order

Team challenge forms

Pro-Volunteer Culture Workshop

WAIS news bulletin

Rules of competition

Agenda WALA meeting

Fair safe workshop

Nomination form for officer for administration and development – All agree to nominate Sonia Straface .

Under 7 boy needed for teams challenge from Narrogin

6. REPORTS

Chairman: -

PMH Fundraiser - Many thanks to the committee members and club volunteers who stepped up to help out for the PMH Fundraising. Our key attractions were three firemen from the PMH fundraising firemen calendar and Stitches the Bear (PMH Mascot) who mingled with athletes on site and ran in the Toddler's race. Specific thank you to Julie Pearman-Johns for sourcing donations and co-ordinating the raffle and all other prizes, and Sharon Madlener for running the PMH Foundation merchandise area. Also a big thank you to Stitches the Bear (you know who you are!). **Over \$2000 was raised from BBQ, raffles, fireman's calendar and tins that were taken around.** There are pictures and thankyou's on website.

Wrap up from First Weeks of Competition:

- Lesson learnt - major site changes not to occur during Olympics year (large registration numbers anticipated)
- Major Site Changes have resulted in large loss of corporate knowledge. Volunteers have been keen to learn (and many have done education sessions including key officials exams) however we cannot underestimate the knowledge gained from practical experience and application of rules. Unfortunately the loss of corporate knowledge and experience on site has meant that there are been several errors by officials effecting athletes results. Committee will need to consider rationale regarding rotation of sites on a three year basis, for reconsideration when reviewing by-laws.
- Behaviour issues. Some incidents have been logged and warning's provided. Under 9 boys will be closely monitored noting a series of behaviour issues.
- Converted E-guns – Sound issue with one gun, and microswitch trigger issue on second gun, returned for repairs. Speakers on one setup were broken by a member - thankyou to Reg for fixing this. Our third gun for 400m is now ready. It is apparent we require spare converted e-guns so we can maintain electronic starts. **It was proposed by Teresa and agreed by everyone that we purchase 2 new eguns at a cost of \$350. Approved by all.**

Move to Troy Park – Simon O’Brien (WA Minister for Finance, Commerce and Small Business,) is a supporter of Little Athletics and came to our opening day. Dean Nalder the Liberal member for Alfred Cove will meet Teresa to listen to our issues with moving to Troy Park. Everyone was asked if they want to join a subcommittee to co-ordinate the move. A small sub-committee has been formed.

Kidsport Grants – All clubs are to send how many and names of kids that used kidsport to Kate and Teresa. Also which council they fall under. If you have already received payment from council please write paid on slip. This is required as council are actioning and processing grants differently and some councils do pay costs directly. **(Action 6/11/12 – 1)**

Secretary: Nomination for all awards to be presented Clubs next meeting. **(Action 6/11/12 – 2)**

Treasurer: Bank balance as at 31/10/12 is \$20,798.87. Need to be cautious of outlay due to anticipated costs associated with a potential mover. Approx. \$7000 in un reconciliated funds. Thankyou to Isabel the outgoing treasurer.

Registrar: Registration numbers to date is 686. See attached list of numbers Discussed cap on age group and centre numbers noting impacts on the program and inability to expand facilities.

It was proposed by Arena/Field Arena managers the age groups should be capped to 50 (noting some age groups have exceeded this). Majority Vote – Agreed.

It was proposed by Arena/Field Arena managers the Centre number should be capped at 700. Majority Vote – Agreed.

This will be re visited next season and existing members will have priority to join before registration day as per previous seasons.

Records and Results Track: The delayed results are due to software problems not the fault of recorder. Have only just finished week one properly. Need to get software working properly now to avoid problems in the future and minimise costs to the Centre.

Records and Results Field: Has to resign from committee due to conflict of interest in her new job at WALA. Will still do the recording. It was proposed by Chairperson that we accept Tracey’s resignation and the unusual circumstance where she is unable to fulfil the Committee position. Vote in favour was unanimous.

Recorder (Field) requested provision of internet from MLAC, noting results are required to be recorded through an on line program. This will enable results to commence uploading remotely from the home internet environment. Committee agreed in principle to the provision and extended this to both recorders following submission of initial and ongoing costs **(Action 6/11/12 – 3)**

Officials Co – Coordinator: Roster allocations will be revised due to increase in registration numbers over the past weeks. Additional rosters for site marshalls was proposed by Clubs and will be incorporated in upcoming amendments to be forwarded to Clubs next week.

Development Officer: No report

Arena Manager: Thanked MLA committee for being so efficient and hands on for our first few meets.

Field Arena Manager has been absolutely amazing at his new job.

With increased numbers the program has run overtime for the first few weeks however improvement anticipated over the coming weeks.

SUN SAFE : Encouraged hat and water bottle for athletes at ALL events

U7/U8/U9B chaperone : The job is more than just walking the kids to events. There is also a duty of care and assistance to site marshalls. Improvisation of some quieter entertainment programs during waiting periods is strongly encourage to reduce behaviour concerns. Chaperone job description to be reviewed and updated as required, then forwarded to Clubs. **(Action 6/11/12 – 4)**

Marshalling

Improvement still required and additional club marshalling roster to be allocated to each site. Site's generally are not to wait for athletes following third and final call, unless athlete impacted by program clashes.

Rotation of duties : I am still proposing to rotate fields and track event alternatively. Not all at once! Avoiding any rotation on an Olympic year – to be discussed further with By-Law review.

Late people on their roster : We had a 15mn late start last week for our FISRT track event. We need to find a way to raise this awareness to the parents on roster.

Announcer: Raised discussion to have this duty part of the Committee Members roles. This job is second to the Arena and Field Manager. Even more so with higher numbers . General discussion agreed Announcer is a Key Role but no requirement to add to the Committee.

Arena Manager: Requested help with ability to share the load with other qualified members. Roster impacts to be discussed between Clubs and Centre Roster co-ordinator.

Running up: Reiterated that athletes are not permitted to run outside their registered age group with exceptions as per Orange book.

Field Arena Manager:

- Reiterated the importance of marshalling and the age group managers lending assistance.
- Official need to refrain from coaching athletes on site due to time constraint and inconsistency of information being forwarded.
- Javelin – Proposed trial for U7-U12 athletes, combining practice and first throw together and second/third throw together. Proposal Agreed.
- Shotput/Discus – Third site for U7-U12 athletes to be implemented with restriction on third (full grass site) – be cautious, only weaker throwers due to proximity to other sites and no shuffling/spinning.
- Reiterated Key Official – High Jump discretion as detailed in the Orange Book.

- Discussions on other ways to improve the program with reducing jumps/throws or activating old long jump site. Agreed to review following implementation of other initiatives.

Winter Manager: Nil

Equipment manager: Timing equipment issues repaired. Other equipment repairs being initiated following each competition.

Coaching Coordinator: No Report

Council Liaison: No report

Canteen Manager: 7th December Canteen Manager will be absent. First Aid Officer volunteered to open and close canteen.

First Aid officer: Discussion on member suggestion to purchase a stretcher was discussed. Noting stretcher most likely required for serious injury, victim should not be moved and an ambulance should be called. Majority members agreed.

7. OTHER BUSINESS

7.1 Working with children – If an official or coach is not a direct guardian then they will need a working with children certificate. Clubs to check and send in accreditation to Chairman as Centre is legally required to maintain a log. **(Action 6/11/12 – 5)**

7.2 Key Officials – will be given a fluoro vest so they can be recognised easier. Chairperson to purchase the vests.

7.3 Bateman Bullcreek purchased new uniform t-shirts due to stock non availability. BB stated they may also have amended singlet version. BB to propose full uniform amendments at next meeting. **(Action 6/11/12 – 6)**

7.4 Centre Captains – Centre Captain nominations were received, voted and subsequently accepted. Alyx Robinson and Liam Peers will be Centre Captains for this season.

7.5 Treasurer. Sadly Isabel has resigned from her position to the other sporting commitment clashes. 3 nominations were received and Club delegated voted by secret ballot. We wish to welcome Natasha Rogers (PB) for her successful nomination.

7.6 OL Delegate and starter, Roger Hinton, proposed purchase of a trolley for ease of moving straight track starting equipment and reduce possibility of damage. Approx cost \$200. All agreed

7.7 BB proposed use of red and white flags for the 400 and 800 start. Field Arena Manager will purchase/construct. **All agreed**

7.8 LM Delegate stated that Javelin requires additional shade shelter. **Agreed** for Field Arena Manager to pursue at cost \$150 in absence of Equipment Officer.

8. DATE OF NEXT MEETING: Tuesday 4th 5December 2012 to be held in MLAC Clubrooms, Marcus Ave Booragoon at 7pm.

9. MEETING CLOSED: There being no further business, the meeting closed at 9.52pm

ACTION LIST

REFERENCE	ACTION	ACTION OFFICER
2/10/12-3	Athletes for Kingsway Vs Melville meet – 11 Jan 2013	Championships and Special Events
6/11/12 – 1	All clubs send how many and names of kids that used kidsport to Kate and Teresa.	Clubs
6/11/12 – 2	Nomination for Awards	Clubs
6/11/12 – 3	Initial and ongoing cost for internet connection for recorders	Field Recorder
6/11/12 – 4	Review job description for chaperone and send to clubs	Arena Manager
6/11/12 – 5	Working with children accreditations	clubs
6/11/12 - 6	BB uniform proposal	BB