

MELVILLE LITTLE ATHLETICS CENTRE

MINUTES OF THE MONTHLY MEETING HELD ON 7th May 2013 AT MELVILLE LITTLE ATHLETICS CLUB ROOMS, MARCUS AVE BOORAGOON COMMENCING AT 7.10PM.

1. PRESENT: Teresa Blackman, Julie Rees, David Rowbottom, Sharon Madlener, Catherine Zhoya, Kylie Broughton, Mark Shaw, Roger Parenze, Kate Peers, Julie Pearman-Johns, Brett Johns, Ilsa Yates, Mel Spence, Annette Ellul, Tammy Crawley, Terri George, Jacqui Richards, Megan Wall

2. APOLOGIES: Mark Blackman, Chris Craggs, Natasha Rogers, Mel Lee, Roger Hinton, Simon Kenworthy-Groen, Ann Marie Becker

3. WELCOME: The chairman welcomed everyone to the meeting and congratulated the WA Under 13 State team and their 2nd placing. It was also stated that not all clubs have provided names for club delegates and must do so.

4. PREVIOUS MINUTES: It was moved by Sharon Madelener, seconded by Kylie Broughton, that the minutes of the previous meeting, conducted on 2nd April, be accepted as a true and correct record of the proceedings. **Carried.**

5. ACTION ITEMS:

AGM 2/4/13 – 1 Ask WALA about cost of Results HQ for upcoming season – WALA don't know and won't until closer to the season starts.

AGM 2/4/13 – 2 Look at large equipment purchases for future. See equipment report. Closed

AGM 2/4/13 – 3 Coaching course for Melville parents only. Carried over for Coaching Coordinator to look at.

AGM 2/4/13 – 4 Additional Fridge. Will reassess during the season Closed

AGM 2/4/13 – 5 Equipment needed for first aid box. See first aid report. Closed

AGM 2/4/13 – 6 Ideas for use of large singlets. Melville Masters athletes may use. Closed

8/1/13 – 3 Under 6 Registrations May/June meeting. Will decide after the WALA decision.

4/4/12 – 2 Send any amendments of Orange Book to Chairperson. Teresa to send to Julie Johns to proofread. Closed

5/2/13 – 2 Ideas for retaining older athletes – Some ideas are better coaching, Look at competitive or social reasons why they compete, less rosters for parents, mentoring role for older athletes, coaching roles for older athletes. Ideas to be looked at closer by senior sub-committee when formed. Closed

5/2/13 – 3 Twilight Friday Saturday preference – Proposal 1 – Should our twilight be Friday night or Saturday night. All agreed Friday. Proposal 2 – Should we have 4 or 6 twilight meets. All agreed 4. Closed

5/3/13 – 2 Warm up area for older athletes. Last year 2 athletes clashed in the middle of the arena. Proposal to have a limited warm up area parallel to the 100 metre track starting near the announcers desk. Will need to purchase additional bunting and have someone set it up. All agreed. Cost for additional bunting approved. Closed

5/3/13 – 3 Hamersley committee procedure. If we give something it should be at the end of the season and maybe a gift certificate instead of \$100. Agreed that fee supplementation would be 'nice' but would not be incentive to join committee. Closed

2/4/13 – 1 Liaise with Russell Mathanda from West Cal about Pro Race. Agreed to pursue further. Time implications for current programme (approx 40 min additional) was acknowledged and noted it should be highlighted in the Orange Book schedule of events. Chairperson to liaise further.

2/4/13 – 2 Order shorts one in each size for registration day. No clear decision. Next meeting to decide whether the centre will provide shorts for purchase (compression – approx \$40 and sports approx \$20-\$25) or leave purchase of plain black shorts to parents.

2/4/13 – 3 Send letter to WALA about timing gates and records. Chairperson sent but hasn't heard back. Closed chase up with WALA

2/4/13 – 4 Send letter to WALA to align age groups between Little Athletics and Athletics Australia – Chairperson sent. Closed

2/4/13 – 5 Equipment Officer to progress repair/replacement following busy bee keeping Treasurer informed See report. Closed

2/4/13 – 6 Ask WALA about winter rule omission from winter handbook. It is in the new handbook. Closed .Will need to talk to WALA about the enforcing of the rules. **(Action**

7/5/13 – 1)

5. CORRESPONDENCE

Letter from Trevor Straughan to use gym equipment over winter

ALAC media release

Registration audit

Winter registrations

Melville winter walk results

List under 13 state team and international team from Melville

6. REPORTS

Chairperson:

The next couple of months is the time for us to progress the planning and preparations for our upcoming season. Administratively it has been busy over the past month with the progression of the Orange Book, sponsor letters, By-Laws, ongoing website updates, Constitution, busy bee etc.

Busy Bee – representatives from most clubs attended. Thank you to all that contributed. Equipment Officer has compiled the report and this has been forwarded to WALA for insurance purposes.

All clubs are to provide Club equipment report to Secretary by end August (**Action 7/5/13 – 5**)

Orange Book – no inputs other than records/results, received to date. Draft will be sent for proof reading etc by end May.

Need to discuss publishing options and their implications (to be presented at the meeting) including sponsors. Due to similar costs by printers, it was agreed to remain with the current printer noting sponsors to cover printing costs need to be pursued.

Constitution update – received WALA approval at board meeting (verbal). Advertisement of intended application for Incorporation to be progressed.

- Thank you to the prompt responses to WALA request to progress the Constitution.

Uniforms – outgoing uniform officer ordered more Melville Roar singlets (mainly smaller sizes) and Melville Roar jackets. Orders can be submitted through Kate Peers/Julie Rees during winter, or myself.

- Contacted supplier of compression shorts. Will need to contact again in July for order. Have stated they can also supply plain black shorts. (See pictures). Recommend compression short sizes are forwarded to clubs where club can compile orders, final order date on or around registration day. Money must be received in advance. Centre order in advance not recommended due to cost, stocktaking, storage etc.
- For plain black shorts, recommend committee decision on type and have size details forwarded. Again order date to be set. Provision of suitable shorts will mean all athletes should be in approved uniform for the season.
- Recommendation 2 – variety of sizes ordered by centre to meet min order requirements and used for sizing purposes. Current club members will have choice of 'blind ordering' or size check on registration day. All agreed to order one of each size for registration day.

Melville hosting Athlete race – following discussion with Russell Mathanda (WCAL), the proposal is for WCAL to host 'pro race' format for Little A's. This would comprise of events for U17's (U15, 16 and 17) and U14's (U12, 13 and 14) over approx. 100m. May involve a small nomination fee from the athletes and handicaps will be determined based on PB's. They are happy to work on dates that we advise to fit into our programs. Anticipated timing is half hour for heats and approx. 10mins for

final. Prizes will be awarded (vouchers etc). Intention, with committee support is to gauge response from Melville athletes with potential to expand in the future.

Len Shearer update. No update from council they have other projects they are working on at the moment.

Secretary: Correspondence.

Treasurer: As at 1/05/13 the bank balance is \$36640.61 with \$7804.15 in unrepresented cheques.

- Shacks Holden has paid their sponsorship of \$1500.00
- Brealey, Quill and Kenny has been invoiced, today, their Package D sponsorship \$600- \$750- \$150 for early payment.
- Winter registrations have been deposited of \$490 so far as I am aware of. There has been a deposit made on the 30/04/13 for \$746.60 that I am unsure of what that is attributable to. When making deposits can the notation at the bank indicate for what it is been deposited and this will make it easier to keep track of. Especially when it is for registrations from the individual clubs fees.
- The accounts will be going to the auditor for reconciliation this week.
- I have contacted the Notre dame university regarding getting sports science students as coaches for next season. The person that I need to meet with is long service and will be returning at the end of May. They seem to be very receptive to the idea. I am also contacting Murdoch University and Curtin as they both have Sports Science programmes and may have student keen to take on coaching.
- Sponsorship leads- I have rung several of the businesses that Teresa has suggested and am following up on the contacts. How many of the sponsor's ads do we have on the book available?

Registrar: Nil

Records and Results Track: Nil

Records and Results Field: Nil

Officials Co – Coordinator: Nil

Development Officer: Nil

Championship and Special Events: Nil

Arena Manager: Nil

Field Arena Manager: Nil

Winter Manager: We are holding our cross country run on the weekend and the walk the week after. I have organised everything with the council and have people rostered on.

Equipment manager: There are 3 major equipment pieces that need to be purchased. Hurdles, high jump mats and wireless PA system. Which direction do we want to take? It was proposed that we purchase new hurdles. All agreed. Mark Shaw proposed that families could buy/sponsor a hurdle. All agreed – hurdle costs to be confirmed. **(Action 7/5/13 – 2)**

Coaching Coordinator: Nil

Council Liaison: Nil

Canteen Manager: Nil

First Aid officer: Proposal to spend up to \$100 for first aid requirements. All agreed

Communications/Website Officer: David needs clubs to send updated club delegate lists and club email lists.

Publicity: Nil

Uniforms: Nil

Seniors: Can clubs please send out email to see if anyone wants to join a sub committee for seniors.

7. OTHER BUSINESS

7.1 Coaches using gym equipment. Proposal to let coaches use Melville Clubs rooms as a gym. All against. It will become a club room only and coaches will be given 60 days notice that they can no longer use the equipment as a gymnasium. The equipment will be disposed of.

7.2 Centre championships qualification – Bateman Bullcreek want this decision reviewed. It was proposed that athletes have to have done the event at least 3 times to qualify for the club championships. It was agreed to trial this next season. To be reviewed May 2014.

7.3 Relay selection process - Kate to put together a Proposal

7.4 Constitution rules regarding delegates – This was a WALA rule that they wanted in our constitution. It was that people on the executive committee cannot be a club delegate. Their reasons were conflict of interest. Clubs must nominate 2 delegates attend the meetings. Meetings are to be attended by delegates.

7.5 U13 State representatives. Financial assistance up to \$250 per athlete that was in the state team. It was agreed to send out cheques for this amount to all state representatives from Melville.

7.6 Pro Race – see description in Chairperson report. Proposal to incorporate a pro race in our program. All agreed. Chairperson to contact and organise further. **(Action 7/5/2013 – 3)**

7.7 Season handbook 'Orange Book' - Burswood printing charge us to print so we chase up sponsors to cover the costs. There are already a few sponsors on board. BQK and Shacks Holden. Natasha is chasing up some more sponsors. **(Action 7/5/13 – 4)**

7.8 Committee shirts – Agreed to keep current shirts.

7.9 Delegate for WALA meetings Vice chairperson – Catherine Zhoya volunteered to be a centre delegate, with Chairperson and Secretary.

8. DATE OF NEXT MEETING: Tuesday 4th June 2013 to be held in MLAC Clubrooms, Marcus Ave Booragoon at 7pm.

9. MEETING CLOSED: There being no further business, the meeting closed at 9.28pm

ACTION LIST

AGM 2/4/13 – 1	Ask WALA about cost of Results HQ for upcoming season	Registrar
AGM 2/4/13 – 3	Coaching course for Melville parents only	Coaching Coordinator
8/1/13 – 3	Under 6 Registrations May/June meeting. (Impact from WALA proposed rule change to be considered).	Committee
2/4/13 - 1	Liaise with Russell Mathanda from West Cal about Pro Race	Chairperson
2/4/13 - 2	Order shorts one in each size for registration day	Chairperson
2/4/13 – 5	Equipment Officer to progress repair/replacement following busy bee keeping Treasurer informed	Equipment Manager
7/5/13 – 1	Talk to WALA about enforcing winter rules	Winter manager
7/5/13 – 2	Purchase hurdles for upcoming season	Equipment manager
7/5/13 – 3	Organise Pro race and incorporate into program	Chairperson
7/5/13 - 4	Find sponsors for orange book	Treasurer/Sponsorship
7/5/13 – 5	Clubs provide equipment report by August	Clubs