

MELVILLE LITTLE ATHLETICS CENTRE

MINUTES OF THE MONTHLY MEETING HELD ON 4th June 2013 AT MELVILLE LITTLE ATHLETICS CLUB ROOMS, MARCUS AVE BOORAGOON COMMENCING AT 7.09PM.

1. PRESENT: Teresa Blackman, Julie Rees, Sharon Madlener, Mark Shaw, Julie Pearman-Johns, Brett Johns, Ilsa Yates, Annette Ellul, Tammy Crawley, Terri George, Megan Wall, Roger Hinton, Ann Marie Becker

2. APOLOGIES: Mark Blackman, Chris Craggs, Natasha Rogers, Simon Kenworthy-Groen, David Rowbottom, Reg Bourne, Kylie Broughton, Jacqui Richards, Roger Parenze, Kate Peers

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

4. PREVIOUS MINUTES: It was moved by Sharon Madlener, seconded by Julie Pearman-Johns, that the minutes of the previous meeting, conducted on 7th May 2013, 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 –Half the cost is passed on this season all the next season. The WALA part of fees will be \$60 this season. closed

AGM 2/4/13 – 3 Coaching course for Melville parents only – Going to ask find out best option if we host a course or have a course for Melville parents only. Will find out costs from WALA and see how many parents from clubs will be interested.

8/1/13 – 3 Under 6 Registrations May/June meeting. Motion to include under 6 as an age group passed by WALA. All agreed to not include under 6 as an age group at Melville. Closed

2/4/13 – 2 Order shorts one in each size for registration day. Proposed motion: Order form for those wishing to purchase shorts (plain black and compression) can be placed by members on registration day with payment up front (plain black approx. \$25 and compression approx. \$40). Centre order form to be submitted week after registration day. Minimum order is 10 per uniform item. If minimum order not met, members will be advised and will be refunded costs. No uniform items will be advanced purchased by the centre for trying on.

2/4/13 – 5 Equipment Officer to progress repair/replacement following busy bee keeping Treasurer informed See report. Has progressed repairs and replacements and has spent approx \$200. All equipment nearly ready for the start of the season.

7/5/13 – 1 Talk to WALA about enforcing winter rules. Closed Winter officer to write a letter about winter rules. **(Action 4/6/13 – 1)**

7/5/13 – 2 Purchase hurdles for upcoming season. See equipment report

7/5/13 – 3 Organise Pro race and incorporate into program. Teresa has emailed Russell a proposal.

7/5/13 – 4 Find sponsors for orange book. Natasha chasing up. Teresa will forward sponsorship package information to clubs.

7/5/13 – 5 Clubs provide equipment report by August. Leeming's report has been received.

5. CORRESPONDENCE

The triathawalk John Hartwig

Winter competition information

Uniform changes

Email about new age tags

Letter from Wayne Loxley

Timing solutions survey

Letter from Sarah Boxley

Lake Gwelup fun Run

Erica Chisolm Kolbe College – All agreed to let Kolbe College use the timing gates for a fee of \$1000 providing two people come forward to operate them. Teresa to write a letter to let them know **(Action 4/6/13 – 2)** and clubs to send out email to see if anyone is interested in setting up and running the timing gates. **(Action 4/6/13 – 3)**

Club affiliation forms

State conference booking

Letter from Pim about equipment

6. REPORTS

Chairperson:

Orange Book Draft – updates to club contacts requested asap (received LM and MW following AGM). Any further updates requested asap

Committee Vacancies:

Arena Manager – the season will not commence unless a volunteer is forthcoming. This position is essential to the efficient running of the program. Clubs will send out to see if anyone is interested. **(Action 4/6/13 – 4)**

Co-ordinator of Officials – each club will be reallocated jobs from last season with no additional adjustments unless a volunteer is forthcoming. Ability for members to nominate for State Events will require a Co-ordinator of Officials.

Absence:

I will be absent for whole of July following the meeting. Queries in my absence should be directed to Secretary.

Secretary:

Catherine and I attended the WALA association meeting Thursday 23rd May. They have changed some rules which I have attached. The main points to come out of the meeting were:

Motion 1 to include an under 6 age group. This was voted 11 for 7 against so this motion was carried.

Motion 2 Hamersley member to become life member. This was carried.

The WALA portion of the fees for next year will be \$60 for summer and \$56 for winter.

WALA will fine any centre \$50 that doesn't lodge a ballot paper or lodges an incomplete ballot paper and a \$250 fine for failing to return annual financials by due date.

A new rule has come in that an athlete cannot transfer clubs unless they are moving house. When you transfer because you moved house the athlete must have competed at the centre twice to be eligible for a state run event.

WALA is looking for a patron of the association. Can centres please nominate names forward. They have to publicise the sport and be passionate about Little Athletics.

WALA looking into options so Little Athletes can receive ABPe times. One option is running at a Seniors invitational.

WALA is looking for people that want to join a sub committee to look at rules and organisation of state events and to different ways to hold states so that it doesn't run over time. Maybe have 3 throws and 3 jump sites.

Another point raised is that at Hamersley they make all parents sit the D official exam.

Official accreditation isn't going online at the moment because of IT problem. It will continue as is.

Treasurer:

There are \$997.60 worth of deposits been made to the account in small amounts of \$10-\$120 amounts, with the notation: IMG SPORTS TECH. SUBS. Does anyone know what this refers to?

- The account balance at 31/05/13 is \$30904.21, which includes the \$997.60 in deposits.

- There has been an issue with the submission of the audit. My laptop with the software and data file had some hardware issues that prevented the download onto a USB or emailing it. It required repairs, which took longer than expected. I then had to re-enter a fair bit of the data as it had been attacked by a virus. It has taken a bit of time crosschecking and re-entering. I have contacted the auditor and he is aware of the issue and we are trying to get a date to drop off the file. I am hopeful it will be this week.
- Liz Gregory has sent me the following email and deposited the proceeds into the account; *“The total amount is \$1236.15 which includes \$165 from the icecream van. He had a great day and was extremely happy that he had been asked!! Because we had about 200 sausages left over from the windup, our profit margin was very high.”*
- I have contacted several businesses for sponsorship and have had several responses back not wanting to continue with the deal. I still have not heard from the Physiotherapists. There has only been the Shacks Holden and Brearily Quills Kennedy, totalling \$2100 in sponsorship so far.
- I also contacted United and they were interested, however they are in the process of rebranding, so could not help with the Orange book, as their logo would not be ready for the publication, but would consider other options.
- My conversations with the Universities regarding the coaching next year are still continuing and I am making my way through the various departments and people that need to be contacted. It may also be advantageous once we get a little closer to the season to advertise on the University bulletin boards and free sites like Gumtree for coaches. Several clubs have had success with this approach.

Registrar: Nil

Records and Results Track: Completed a survey from results HQ. Will meet with Timing solutions on the 24th July. We will not use on line registrations this year. Pay in person by cash or cheque.

Records and Results Field: Nil

Officials Co – Coordinator: Nil

Development Officer: Nil

Championship and Special Events: New fees from WALA - \$10 per team for teams challenge and relays and \$10 per athlete for multi's.

Arena Manager: Still looking for Arena Manager. Olympia to put some members on the executive committee. Olympia need to send the name of their club contact to David. **(Action 4/6/13 – 5)**

Field Arena Manager: Nil

Winter Manager: We ran our cross country and walks over the last 2 weeks. Everything ran smoothly and we did well with the canteen. There was a few roster issues for the walks.

Equipment manager: progressing repairs and replacements. Hurdles quote received. Proposed that Mark spend up to \$4800 to purchase 60 new hurdles. All agreed. Mark to look at both suppliers and decide which hurdles are the best.

Coaching Coordinator: To conduct a CCC course at Melville Ilsa to ask WALA if we can host one and how many spots would we get and how much is it to hold the course at Melville for Melville parents only.

Council Liaison: Nil

Canteen Manager: Nil

First Aid officer:

Communications/Website Officer:

Publicity: Nil

Uniforms: Nil

Seniors: Nil

7. OTHER BUSINESS:

7.1 Adding winter rosters into parent agreement – All agreed – will be added. Will also add a photograph agreement.

7.2 Proposal to nominate Eric Christian as WALA patron – All agreed. Secretary to let WALA know

7.3 Registration Day: Saturday 7th September. Melville Recreation Centre 10am to 1pm.

7.4 Draft Program: Three draft programs have been provided for consideration following advice from WALA regarding State Events. Please provide comment or notation of key events that may impact. All agreed option 1 is the best.

7.5 Fee Structure: Motion to increase fees to \$150. All agreed

7.6 Use of Melville Centre Fitness Equipment:

Following the decision from the Committee on 7th May regarding the disposal of gymnasium equipment from the Centre Clubs, I wish to present the following information obtained through further investigation for reconsideration of the decision.

- It was stated at the previous meeting that ‘we’ do not host a gymnasium. If access to gymnasium equipment is required there is a fully equipped gymnasium located at the Aquatic Centre.

- It was believed that as winter training was not conducted by the Centre, but rather through individual coaches, the existing liability insurance was not applicable (based on previous advice).
- It was stated that in previous years, the Council were not supportive of a 'gymnasium' in the Clubrooms.
- Equipment maintenance was not known to have occurred and thus the reliability and safety of equipment was not known.
- Ability to provide specialised training for older athletes will contribute to retention as discussed last meeting.

Since the last meeting I investigated many of these issues further to gain clarification. The outcome is below:

- The Council and Recreation Development Officer advised that gym membership is usually for members 16 years and older. There is ability to negotiate for younger members and consultation with the Aquatic Centre will be required to pursue this further. Swimming for example have a gym program for younger members.
- Council have advised that fitness equipment within the Centre Clubrooms is not prohibited provided we maintain liability insurance.
- It was recommended that where athletes under the age of 16 are conducting targeted training programs that parental consent should be sought.
- To provide assurances and clarification of existing equipment condition, RDO is organising for a gym equipment supplier to conduct a written condition report. This will provide professional guidance on which to base future decisions. On this occasion, Council will pay the invoice for our benefit. From this report it was advised that the cross trainer and the smith machine are poor condition and out of date and need to be disposed of. Everything else is in good working order.

On 14 May I contacted Willis (Insurance Broker) to confirm the status of our insurance regarding the equipment and its use. Chad Armstrong confirmed that under the existing policy liability for equipment and the venue is covered provided we are affiliated with the Little Athletics.

- Chad also confirmed that Willis is also the broker for a similar agreement for AA. Provided our Seniors are affiliated they will be covered under a similar policy. Seniors affiliation with Athletics WA has been confirmed.
- Each registered AA coach has public liability insurance.

Proposed Motions:

1. Fitness equipment located within the Centre Clubrooms, be made available to registered coaches for training of registered Melville Little athletes. **All agreed (subject to committee approval)**
2. A register of Coach's identifying coaching Level and registration number be compiled by the Centre Coaching Co-ordinator and updated each year following the AGM. The register is to be maintained by the Coaching Coordinator and is to be hosted on the Melville Roar website clearly identifying year/month of update. Proposed training day/time to be co-ordinated to avoid conflict for equipment use. **All agreed carried**
3. Each coach to obtain written parental consent for athletes under 16 utilising fitness equipment. **All agreed carried**
4. Chairman to advise coaches that have requested use of fitness equipment of the committee decision (follow up to previous letter). **All agreed (Action 4/6/13 – 6)**

7.7 Centre Championship Qualification:

Following from previous decision to trial 'event to be done at least 3 times to qualify for Centre Championships', propose the following clarifications:

1. Event attempt to be included as 'done'. **All agreed. carried**
2. Athlete transfers will come under the same rule as WALA. The athlete has to have competed two times to be eligible for the club championships.

8. DATE OF NEXT MEETING: Tuesday 2nd July 2013 to be held in MLAC Clubrooms, Marcus Ave Booragoon at 7pm.

9. MEETING CLOSED: There being no further business, the meeting closed at 9.19pm

ACTION LIST

AGM 2/4/13 – 3	Coaching course for Melville parents only	Coaching Coordinator
2/4/13 – 5	Equipment Officer to progress repair/replacement following busy bee keeping Treasurer informed	Equipment 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 – have only received Lemming's report	Clubs
4/6/13 – 1	Write letter to WALA about winter rules	Winter Officer
4/6/13 - 2	Letter to Kolbe college about timing gates	Chairperson
4/6/13 - 3	Send email to find volunteers to run timing gates for Kolbe College	Clubs
4/6/13 – 4	Send out email to find an arena manager	clubs
4/6/13 - 5	Send club contact name to David	Olympia
4/6/13 – 6	Send letter to coaches advising use of gym equipment	Chairperson