

MELVILLE LITTLE ATHLETICS CENTRE

MINUTES OF THE MONTHLY MEETING HELD ON 6th AUGUST 2013 AT MELVILLE LITTLE ATHLETICS CLUB ROOMS, MARCUS AVE BOORAGOON COMMENCING AT 7.08PM.

1. PRESENT: Teresa Blackman, Julie Rees, Julie Pearman-Johns, Brett Johns, Annette Ellul, Terri George, Roger Hinton, Ann Marie Becker, Reg Bourne, Kylie Broughton, Jacqui Richards, Catherine Zhoya, Steve Ford

2. APOLOGIES: Mark Blackman, Chris Craggs, Kate Peers, Kate Fox, Megan Wall, Mark Shaw, Richard Liedtke, Mel Spence, Sharon Madlener, Tammy Crawley, David Rowbottom

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

4. PREVIOUS MINUTES: It was moved by Reg Bourne, seconded by Ann Marie Becker, that the minutes of the previous meeting, conducted on 2nd July, be accepted as a true and correct record of the proceedings. **Carried.**

5. ACTION ITEMS:

AGM 2/4/13 – 3 See Coaches report.

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

7/5/13 – 3 Organise Pro race and incorporate into program. Date is 18/1/14 – Seniors Rep to follow up.

7/5/13 – 4 Find sponsors for orange book. Ongoing. 3 confirmed sponsors.

4/6/13 – 4 Send out email to find an arena manager. Clubs to re-promote this position.

2/7/13 – 1 Ask Melville Rec about hire cost for registration venue -Treasurer

2/7/13 – 3 Email to members about business link on website –drafted submitted to the website. Club thoughts to be discussed next meeting.

2/7/13 – 4 Make map of areas of clubs for registration day – will do before the day.

2/7/13 – 5 Epi pen proposal – First aid officer absent carried over.

2/7/13 – 6 Mandate for Melville Roar Seniors – wait for Melville Little A's constitution to be approved.

2/7/13 – 7 Money for Seniors from Little Athletics proposal – to be requested by Seniors as required.

5. CORRESPONDENCE

Level 1 Athletics Coach course

Winter qualification to international competition –Gosnells – Chairperson asked if everyone supports the problems in this letter – All against Chairperson will write a letter expressing this.

Winter problems Hamersley – Gosnells letter discussed and issues not supported by committee. Hamersley highlighted other issues. Chairperson asked if everyone agrees to the problems in the letter -all agreed. Propose winter officer writes letter of support and adds other concerns with the winter competition – **Walks Proposal 1** – Leave older athletes until later in the day as it is difficult to make the earlier times for a lot of athletes, generally due to clashes with other winter sports. All agreed. **Walks proposal 2** – In the final, consider splitting age groups where necessary. All agreed. **Walks proposal 3** – Disqualified athletes no matter what age or how many competitors are in race, they should not be awarded medals. All agreed. **Cross Country proposal 1** – the track should be

open all the time or between age groups. If the track is not going to be open all the time then the order of running for the younger athletes should be 9, 8, 7 because when they have 10 minutes to walk the track and then run straight away it is too hard on a 7 year old. All agreed **Cross country proposal 2** – There are too many races in the school holidays or on long weekends. It is hard to qualify for 5 races when there are 4 during holiday periods. All agreed. **Winter proposal** – Application of the rule requiring competitors to compete in a certain number of races must be applied consistently. If someone turns up that has not qualified they should not be allowed to compete ahead of someone that has submitted a written request (and the request was denied).

Pinkletics letter from Callie Leahy. Proposal to have a pinkletics day. Not supported as we already participate in the PMH day.

Trevor Straughan working with children and coaches accreditation – forwarded to coaching co-ordinator and seniors sub committee rep.

City of Melville pre summer season meeting

Invoice from City of Melville with annual administration fee

WALA AGM agenda

WALA AGM minutes

WALA new fee structure

WALA club contact information update

McKenzie Gilbert-Green winter cross country – response from WALA

Find a centre details

ACC officials request

Registrars meeting

Ground allocations Melville council

Melville council invoice for electricity and annual admin fee

6. REPORTS

Chairperson:

Constitution – Amendments submitted as per email advice 01 July.

Orange Book – no further update. Lack of sponsorship will be a risk to printing Orange Books and having them available for registration day.

Pre-season training requirements – forwarded to coaching co-ordinator.

Hiring of Timing Gates – Kolbe College utilised and co-ordinated by Rodney Glands. Efficiently collected, co-ordinated and returned.

Santa Maria – co-ordinated by Pim Vester. All went well and have asked if they can use them next year

Caps ordered in November have arrived

PMH day –Proposal to have this as free dress day – All agreed

New Fremantle centre – It was advertised on face book and local schools. Centres not contacted by WALA. There were only 3 people at the meeting. Proposed Centre is to be located at Fremantle oval near CBC. It is a large ground with existing facilities such as club rooms, canteen and lights.

Secretary: Nil

Treasurer:

1. As at 2nd August 2013 the bank balance is \$30010.11 with \$207 in un-presented cheques.
2. I have tendered my resignation as Treasurer, however I will be available until another Treasurer is found. I will also be available for ongoing casual assistance.
3. The auditors gift has been given to Harold Shrigley.
4. I have 2 receipt books if you need them for the Registration day.
5. United Community Bank was unable to sponsor the hurdles purchase. They are already committing a large portion of their budget to the WALA and cannot make any further large commitments.
6. The Campaign with 5&2 is now run by Healthways and there are very strict conditions under which we would be able to apply, including regulating what is served in the canteen, which would impact on the participants and their consumption of Pythons.
7. I have attached the Expenses report as at 31/07/13, for your reference.

Registrar: On line Registration for returning athletes will be on the 3rd and 4th September and the 7th September for new athletes. Registrar to advise all club registrars on the procedures and processes to be followed with pre-registration and on registration day. **(Action 6/8/13 – 1)** We will take online registration but not online payments. All pre registration numbers have to go to Kate in breakdown of age group and girls and boys. **(Action 6/8/13 – 2)** We can only take 50 in each age group maximum of 700.

Records and Results Track: Nil

Records and Results Field: Had a meeting with Timing Solutions. There are a lot of new innovations with their equipment. We will need to decide in the future if we want to progress with new timing gates.

Officials Co – Coordinator: Last year's final club roster allocation handed to new Officials Co-ordinator.

Development Officer: 2 Coach coach's session. October and January and some mini courses with John De Bes. Do clubs want to complete the D level exam for officials before the competition or on the day of competition. 3 clubs said before and 2 on the day. Malway not present. WALA is holding an all day officials course for all the events with the exams at the end on the 17th September

Championship and Special Events: Nil

Arena Manager: Nil

Field Arena Manager: Nil

Winter Manager: Have ordered the trophies for winter and will hold the wind up on the 24th August at 1.00pm on the Applecross Foreshore. Will send information to David to put on the website. Proposal to spend up to \$500 for food on the winter wind up. All agreed

Equipment manager: Mark has been away since last meeting

Coaching Coordinator: CCC – Melville only will cost us the cost of coach's, paperwork and manuals, afternoon and morning tea and a venue. WALA will supply coaches and paperwork. It will cost us in excess of \$1000. Can clubs supply 2 – 4 people. Coaching co-ordinator will tell WALA we will have 15 people do course and find out costs. **(Action 6/8/13 – 3)** Proposed to pay coach's. All disagreed. This will change the fee structure.

Council Liaison: 14th August pre season meeting at council.

Canteen Manager: Nil

First Aid officer: Nil

Communications/Website Officer: see attached report

Publicity: Nil

Uniforms: Nil

Seniors:

Mandate to Senior Sub Committee to look at a Melville Athletics Inc constitution

There is a special General meeting on the 6th August at 7.00pm at the Melville club rooms for purposes of endorsing constitutional changes of Melville Little Athletics Constitution – Wait for Melville Little Athletics Centre Constitution to be endorsed. We can then review how this can be used as a basis to incorporate Senior Athletics.

Mandate to check senior coaches accreditation up to date.

Criteria set to become a Melville Seniors Registered Coach as stated below.

- Provide Athletics Australia Certificate of Currency
- Provide copy of Working With Children Check
- If using facility's equipment provide a signed parental consent form for each athlete under the age of 18.
- Provide a list of events coached
- Provide a summary of coaching qualifications, experience and capabilities

- Provide coaches minimum criteria for accepting athletes
- Accept that only Melville Type B to D registered athletes can be coached at the facility (see registered athlete types)
- Acknowledge that at all times they will abide by the Melville constitution and by-laws
- Acknowledge that at all times must uphold the Athletics Australia's Coaches Code of Conduct

Create a form on the melvilleroar.com website for requesting to become a Melville Seniors Registered Coach. Roger to ask David to implement.

This form will be emailed to the Seniors Sub-Committee for review and submission if deemed appropriate to the committee for approval.

Register of coaches to be maintained on the melvilleroar.com website. A coaches page to be further developed as we grow.

Every year registered coaches accreditations are to be reviewed for currency.

Melville Seniors Registered Athlete Types

- Type – A - Athlete Competing Only – registered to compete at AWA scheduled events under the Melville colours and NO training at facility – fee: AWA fee + \$30.
- Type – B - Athlete Competing & Training – registered to compete at AWA scheduled events under the Melville colours and train at facility with a Melville Seniors Registered Coach – fee: AWA fee + \$60.
- Type – C – Non-Melville Athlete Training – Train at facility with a Melville Seniors Registered Coach – fee: \$80.
- Type – D - Melville Little Athletics Centre registered athlete – Train at facility with a Melville Seniors Registered Coach - fee: AWA fee only.

Registration fee: A portion of the money received from little athletic registrations will go to Seniors for equipment for the athletes that do seniors as well. - It is NOT required to be provided to Seniors. When and if required Seniors, will submit a request for funds or purchase which will be reviewed by committee for approval.

Registration day: Committee members available at entrance for general information and club direction. Seniors Rep to attend Registration and tell older athletes about seniors as well. Catherine will attend - Seniors would not have registration day. A seniors representative will be available on the little A registration to provide information and field questions about Seniors.

Seniors Awards Night – it was agreed to explore creating an end of season award nights for Seniors. The Melville Athletics club has a proud history as evidenced by the trophies now on display in the club room. A few names on those trophies have persons who are actively involved in Little As and

Seniors. Athlete fee structure have been set to include the awards night ... trophy purchases and engraving. Tickets can be sold to the awards night to offset costs.

melvilleroar.com Seniors webpage – the seniors page needs to be updated and be expanded to cater for coach, athlete and results news. The ability for the sub-committee to update this area would be beneficial.

7. OTHER BUSINESS:

1. BBQ roster

12th October – ~~Melway~~ MLAC

19th October – Brentwood

26th October – Palmyra Bicton

2nd November – Melville (PMH Fundraising)

9th November – Leeming

16th November – Bateman Bullcreek

23rd November - Olympia

30th November – Melway

7th December – Brentwood

11th January – ~~Melville~~ Melway

18th January – Palmyra Bicton

22nd January – Bateman Bullcreek

1st February – Leeming

7th February – Olympia

15th February – Melville (Championship Day)

22nd February – Melville (Championship Day)

Melway not present and request amendment noted above.

2. Brentwood new singlet design – Proposed to change to yellow/lime singlet with lightning Bolt and called Brentwood Boltz with a 2 year transition. 9 agreed 2 abstained – carried.

3. Blacklisted families – All clubs to look at families that have had verbal and written warnings and send to chairperson. Action to be dealt with confidentially.

4. Old Hurdles – Proposed to offer to sell to clubs, coach's and individual members in that order. Any left over to send a note to WALA to see if anyone else needs hurdles. All agreed. Proposal to charge \$20 per hurdle. All agreed. Won't sell until we receive the new hurdles.

5. Vacant positions – Officials Co-ordinator. Proposed to nominate Steve Ford. All agreed and subsequently elected.

Treasurer – Second nominee from the AGM to be approached, Michelle Kenworthy – Groen regarding interest. Proposal that if Michelle accepts nomination, she will be voted in to enable ease of transition for signatories. All agreed.

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

9. MEETING CLOSED: There being no further business, the meeting closed at 9.41pm

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 – 3	Organise Pro race and incorporate into program	Seniors Rep
7/5/13 - 4	Find sponsors for orange book Send out sponsor forms again	Treasurer/Clubs
7/5/13 – 5	Clubs provide equipment report by August – have received Leeming and Melway, Palmyra Bicton, Brentwood and Olympia	Bateman Bullcreek
4/6/13 – 1	Write letter to WALA about winter rules	Winter Officer
4/6/13 – 4	Send out email to find an arena manager	Clubs
2/7/13 – 1	Ask Melville Rec about hire cost for registration venue	Treasurer
2/7/13 – 2	Send timing gates invoice details to treasurer	Secretary
2/7/13 – 4	Make map of areas of clubs for registration day	Secretary
2/7/13 – 5	Epi pen proposal	First Aid
2/7/13 – 6	Mandate for Melville Roar	Seniors Rep
2/7/13 – 7	Money for Seniors from Little Athletics proposal	Seniors Rep
6/8/13 – 1	Registrar to let club registrars know processes and procedures for registration.	Registrar
6/8/13 - 2	Clubs to send break down of age groups and sex of athletes to registrar following pre-registration	Club registrar
6/8/13 - 3	Find out cost of coaching course for 15 people – combined action with AGM 2/4/13-3	Coaching co-ordinator