

MELVILLE LITTLE ATHLETICS CENTRE

MINUTES OF THE MONTHLY MEETING HELD ON 3rd SEPTEMBER 2013 AT MELVILLE LITTLE ATHLETICS CLUB ROOMS, MARCUS AVE BOORAGOON COMMENCING AT 7.05PM.

1. PRESENT: Teresa Blackman, Julie Rees, Julie Pearman-Johns, Brett Johns, Annette Ellul, Ann Marie Becker, Kylie Broughton, Catherine Zhoya, Steve Ford, Michelle Kenworthy-Groen, Mark Shaw, Sharon Madlener, David Rowbottom, Lynette Field, Megan Wall

2. APOLOGIES: Mark Blackman, Chris Craggs, Kate Peers, Kate Fox, Jacqui Richards, Richard Liedtke, Mel Spence, Tammy Crawley, Eric Christian, Terri George, Reg Bourne, Roger Hinton

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

4. PREVIOUS MINUTES: It was moved by Sharon Madlener, seconded by Annette Ellul, that the minutes of the previous meeting, conducted on 6th August 2013, be accepted as a true and correct record of the proceedings. **Carried.**

5. ACTION ITEMS:

AGM 2/4/13 – 3 Coaching course for Melville parents only – Clubs to push coach the parents - Closed

2/4/13 – 5 Equipment Officer to progress repair/replacement following busy bee keeping Treasurer informed. If the equipment needs repairs at coach the parents please let equipment manager know - Ongoing. No further requirement to track the action.

7/5/13 – 3 Organise Pro race and incorporate into program. Date is 18/1/14 – In the program – Action Closed. Seniors representative to co-ordinate (Catherine)

7/5/13 – 4 Find sponsors for orange book. Orange book printed – Action closed.

4/6/13 – 4 Send out email to find an arena manager. Chris Craggs volunteered to fulfil position. All agreed – Action Closed

2/7/13 – 1 Ask Melville Rec about hire cost for registration venue – Action closed.

2/7/13 – 2 Send timing gate details to treasurer – Action closed.

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

2/7/13 – 4 Make map of areas of clubs for registration day – Action closed.

2/7/13 – 5 Epi pen proposal – Too expensive and hard to administer. Medical advice was against proposal. Action closed.

2/7/13 – 6 Mandate for Melville Roar Seniors – seniors report. Action closed.

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

6/8/13 – 1 Registrar to let club registrars know processes and procedures for registration. Action closed.

6/8/13 – 2 Clubs to send break down of age groups and sex of athletes to registrar following pre-registration – Action closed.

6/8/13 – 3 Find out cost of coaching course for 15 people – combined action with AGM 2/4/13-3 Action deleted.

5. CORRESPONDENCE

Club contact updates

Voting slips due for board positions reminder
AGM minutes and reports
Itinerary for state conference
Patron of WALA information
State event dates for the season
Age group request from WALA
Member protection officer's course
Thankyou letter from beyond bank
Melville council letter requiring key registrar agm minutes and financials
Melville council letter requiring insurance
WALA tag invoice
List of officials for Melville
Coffee van Mr Mocha – Kylie to discuss proposal further with vendor
Council letter to all clubs
Board nomination Officer for Development and Administration centres
Certificate of currency

6. REPORTS

Chairperson:

Committee Meetings: Whilst it is understood that not everyone will not be able to attend all committee meetings, it would be greatly appreciated if you could make every effort where possible. In the last two meetings we have struggled to make numbers to progress the meetings - this makes progressing issues for the better of Little Athletics very difficult. The length of meetings is a concern however we have reduced this over the past couple of months. To continue to improve our efficiency and reduce the impact on your time away from home, your efforts to provide portfolio reports and/or issues to be raised, should be incorporated with the agenda. Every attempt to do this would be appreciated – a reminder is forwarded each month by the Secretary to help you. Any proposals you wish to be raised need to be submitted a week prior to committee meeting so members have time to review and discuss as required. Thank you for your assistance and co-operation.

Constitution. We are now an incorporated association effective 13th August. Thank you to all those that contributed to content and discussion / approvals at numerous meetings. Look ahead for updates for next AGM.

Melville City Council – pre Season Meeting. Wed 14th August
Attendees: Chairperson, Council Liaison

Program submitted to council to avoid maintenance occurring in close proximity to programmed events.

Council states oval is at capacity. We have asked advice on what their 'capacity' numbers are to advise WALA for management purposes.

Requested access to Aquatic Centre toilets in addition to limited facilities that are provided.

Shot put / Discus circles uncovered approx. 1st week of October.

WALA State Conference - Sat 17th August

Attendees: Chairperson, Secretary, Field Arena Manager, Seniors/Vice Chairperson

Thank for those that attended the day event. Despite being a long day, we all gained valuable information from the conference and particularly from the networking opportunities. It was also pleasing to see strong Melville support to ensure our members are represented and so we can continue to provide you with information feedback.

CEO Australian Little Athletics - discussion regarding merger of Little A's with Senior body.

Beyond Bank - continued support of Little Athletics. This year will also be supporting State Relay's.

PMH – Artist in Residency Overview

Complaint management and Conflict Resolution - spoke to ... about primary Centre issues. Any interest in organising a small session?

Social Media - need to develop a cyber safety policy

- reminder of protocols / language
- cybersmart website - see video titled 'Tagged'
- Coaches: avoid becoming 'social media' friends.

Timing Solutions - specific thanks to all for working through problems last year.

- some exciting software development commenced and continued.
- see below for proposals regarding results information.
- registration data - clubs can have their own data with unique password. Progressing ability for

clubs to access data from registration information.

Centrefest - major issues discussed:

- McDonalds sponsorship
- Multi's sponsorship
- IGA sponsorship
- On line banking
- Fee increase from WALA
- Rule change: shirts tucked in.

WALA AGM – Thu 22nd August

Chairman – Rob Crockett

Registrar – Kaye Runge (unopposed)

Officials Accreditation and Development – Daniel Woodhouse

Coaches Accreditation and Development – Debbie Jankata

Election of Patron – Mr George Strickland and Mr Dave Cramer

Annual Association Fee – increase 25% from last season and increased on amount centre based fee structure upon. Melville Centre will take the hurt so clubs are not affected.

Centre Administration Awards – Melville was awarded Silver. Based on points awarded for meeting attendance, Secretariat, Financial, Sponsorship, Publicity, Registration, Administration, Attendance, Officials, Competition and Special Events, Coaching and Education.

State High Jump Starting Heights:

Starting heights for State events have been amended as follows:

Boys – U9-1.00m, U10-1.05m, U11-1.10m, U12-1.20m, U13-1.25m, U14-1.30m, U15-1.35m, U16-1.40m, U17-1.45m

Girls – U9-0.95m, U10-1.00m, U11-1.05m, U12-1.15m, U13-1.20m, U14-1.25m, U15-1.30m, U16-1.35m, U17-1.40m

Bar will rise in 5cm increments until 8 competitors are left, then 3cm increments; unless larger increments are requested by all remaining competitors.

- Centres were encouraged to not follow starting heights for centre programs, but to ensure lower heights are used to increase participation rates.

PMH Day: Stitches has been booked for the day following popularity last year. Volunteer required. We need to have volunteers to help with PMH day and ideas about the day from clubs. (**Action 3/9/13 – 1**)

Seeking proactive volunteers to co-ordinate events for the day. Last year - raffle (very successful), M&M jar guess, coloured hairspray, PMH fundraising tins and shop items, firemen and the firemen calendar.

Working with Children Requirements:

Need to be forwarded to Secretary and Chairperson prior to undertaking any voluntary work with Melville Little A's. Only parents and primary caregivers can help out without a working with children check.

Line Marking:

Commence approx. first week of Oct.

Committee Shirt Orders:

Orders as received submitted.

Timeglow Black Shorts Orders:

Order forms for compression shorts and plain black shorts on the website and forwarded for clubs for promulgation on registration day. All orders are to be submitted by Fri 13th Sept. Minimum order numbers must be received prior to order being placed. Orders must be paid in advance – sorry no refunds on incorrect size available.

Teams Challenge:

This year it will include 4 athletes from each age group and will incorporate pinkletics.

Orange book is out and can be handed out at registration.

Secretary: Nil

Treasurer: Nil

Registrar: Policy regarding Nil refunds was re-iterated. Discussed registration procedures for registration day including co-ordination of age group caps.

Records and Results Track: Nil

Records and Results Field: Nil

Officials Co – Coordinator: Meeting with Michelle Saturday.

Development Officer: Coach the parents 10 to 12 6th October. Development officer wants to know if clubs want to sit official exams on the competition days or before the season starts. Leeming, Brentwood and Palmyra Bicton will do it before the season and Bateman Bullcreek, Melway and Olympia will do it on competition day. Development officer is nominating for Arena Manager. All agreed.

Championship and Special Events: Nil

Arena Manager: Chris Craggs volunteered to fulfil the position of Arena Manager – All agreed. Chairperson requested that all Clubs actively seek volunteers to understudy Chris for future supersession planning.

Field Arena Manager: Nil

Winter Manager: I sent the letter to WALA. Will wait to hear feedback from the winter wrap up meeting. We held the winter wind up on Saturday 24th August. We had a good turnout and all trophy winners were there. Olympia was the only club where no one turned up. I have all the certificates and trophies for Olympia members.

Equipment manager: Hurdles have arrived and Mark is adapting the hurdles trolley so the new hurdles fit properly. All hurdles sold to clubs.

Coaching Coordinator: With regards to finding willing and enthusiastic coaches for the Development Squad this year.

It is increasing difficult each and every year to find coaches/parents that are prepared to volunteer their time to assist in coaching our U12's and up athletes in the Development Program.

I need a sweetener. Something to offer in return for a coach/parent who commits to the many hours during the season it takes to dedicate their time to taking on a coaching session at Len Shearer.

Quite simply most people are not prepared to commit to the hours they put in during the week to coach a training session and then also fulfil a Saturday morning duty in addition to that.

I have trouble finding coaches for the Development Squad Program without being able to offer them some sort of roster relief.

I propose that any coaches/parent that is willing to take on the training of an event during the season be offered roster relief from their club in lieu of the time they are volunteering to be a coach in the Development Squad Program. All agreed

If the person is not an accredited coach but would like to take up the offer then I will get them accredited and arrange for the coach from that particular event last year to mentor them.

Council Liaison: Please contact if you have a key so that a key register can be handed to the council.

Canteen Manager: Has applied to council for the canteen licence. Waiting to hear back.

First Aid officer: Nil

Communications/Website Officer: business directory on hold.

Publicity: Nil

Uniforms: Sarah Boxley nominated as Uniform Officer – All agreed (see Other Business). The sale of second hand shoes was discussed and agreed to limit shoe sales to the first four weeks of the program.

Seniors: - Constitution: Melville Roar LA accredited Constitution: Debate on Melville Athletics Inc Constitution

Looking for a way to avoid amending the newly accredited Melville Roar LA Constitution.

Proposition: Update of the old 1988 Melville Athletics Inc Constitution. Organise accreditation from AWA and relevant administrations.

Melville Roar LA to administer both Constitutions.

Action: Sarah to retype the 1988 Melville Athletics Inc in a digital form to enable easier updating.

- Len Shearer Booking: Agreed on booking time.

Only affiliated Melville coaches and their registered Melville athletes to be on site at that time.

Affiliated senior coaches should have no problem to share with U12+ LA development program. They are used to sharing space at AK Stadium.

Affiliated senior coaches to have access to Clubroom (code). This access does not include the use of LA equipment. If LA equipments are required, affiliated coaches need to address these requests directly to LA Committee.

Improving communication:

- Letter of information to be draft, agreed and signed by Melville Roar LA Chairman, then sent out to existing user of Len Shearer.

Action: Ilsa to look for previous letter which will need to be amended.

- All information to be added on "Senior page" Melville Roar website.

- Educate new U12+ coaches about the advantage of sharing space with Senior Coaches group.

Senior Pro-Event 18-01-2014: Senior Sub Committee to take on liaison and organisation: Agreed

Athlete from Southern District: Resolved: Athlete will be Type B or C

Senior German Backpacker: Resolved: Athlete Type C

Coaches without formal Coaching training, but with a wide experience in a particular event. Looking at confirmation that accreditation with AA does not require formal training.

Items 1: Website:

Group email address: action needed

Senior page: Everyone to email ideas to Roger who will edit the page. i.e: Type of registered athlete including fees, letter of information, senior coaches accreditation form...Will liaise with David Rowbottom.

Coaches Application form: Urgent action needed: Roger. 2 weeks

Item 2: Database:

Melville Senior Registrar: Sarah Boxley.

Looking into opening a "pay'n go" account. Will liaise with Melville Roar LA treasurer as to transfer fund to LA account. Coaches to refer their athletes to Sarah for registration.

Keep up to date database of all AWA Athletes affiliated to Melville Roar, their Type and their coaches.

Affiliated coaches database: Roger and Albert. In progress.

Item 3: Senior Award Night

Action needed: Inventory of existing trophies: Sarah

General business

Roger announced Senior Season Program, 1st draft by AWA.

Catherine's attendance to WALA State Conference: The merging of LAA and AA. Information transferred.

Need to recruit more non-coaches members into the senior sub-committee as the athletic season will kick off and coaches are going to be very busy with the duty of coaching. Coaches to talk to athlete's parents.

7. OTHER BUSINESS:

1. Protocol of clubs contacting timing solutions – If clubs have questions for timing solutions please contact Julie Johns, Kate Peers or David Rowbottom and they will answer or pass on concern. Every time timing solutions is contacted it costs us money. Proposal to have a centralised point of contact as Julie Johns and David Rowbottom. All agreed
2. Election of uniform officer – Sarah Boxley Proposal to have Sarah Boxley as our uniform officer. All agreed
3. Timing Solutions have progressed development of their results software.

Proposal below is to trial specific developments.

Automated entry of race data. Cable (approx \$30) can be purchased and connects the ATP electronic system to a computer. After athletes run through the gates, times will be available on the recording computer instead of the piece of paper that is printed out and carried to the recording desk. The athletes line up at the recording desk in lane order (as is currently the case). However, instead of reading out and recording times against the athletes name on the paper form, athlete registration numbers are entered into the relevant lanes. There is an automatic indication of PB (star) or Record (which will still have to be verified). This method is being used by Southern Districts.

Advantage - Laptop will contain results that can be uploaded immediately to results HQ (if we have internet connection), or can be downloaded when recorders go home. This will reduce the manual data entry from recorders on site and significantly for the Centre recorders. Reduction in the possibility of error entry as there are two transfers of information during the current method. Reduce duplicity.

Disadvantage - Lack of physical back up to resolve potential issues. Computer reliability. Additional computers/stowage - attractive items.

Further progress - electronic tags that can be stapled to registration bibs will allow electronic scanning of athletes. The data will be entered automatically into computer eliminating recorder entering registration numbers. Tags cost approx \$1ea and are very durable.

Proposal Amended to: Further investigation of automated data entry for track events after Christmas break. All agreed

Consider: Trial using rostered club recorders or clubs nominating specific recorders to undertake this, consistency, reliability, education?

Data entry of a field site via laptop or tablet. Laptop/tablet on site with data for each throw/jump being recorded directly into the computer. Can purchase Telstra hotspot (approx \$200) that allows connection of up to 16 units.

Advantage - reduce Centre recorder workload.

Disadvantage - unique login to results database. The ability to control login to specific site is unclear. Require clarification of login validity - suggested it may extend beyond the end of competition? Beyond trial, will require purchase of min of 12 laptops/tablets. Use of computer on site is cumbersome/tablet less so. Windows capable tablets? Storage and charging - electronic gadgetry. Attractive items - would require lockable stowage's. Hot spot ability to reach all sites?

Propose: Trial data entry of one field site in early 2014 to assess future feasibility. Proposal not agreed at this time.

4. Last season we briefly discussed purchase of Melville Roar teardrop banners, for use at State events. Banners are used in the stands but with many migrating to the grassed areas a banner will clearly highlight our base. Is this something we want to progress?

Propose: Purchase of one tear drop flag banner for use at State events. Cost approx. \$250 (2.2m high, double sided print and ground spike). All agreed (**Action 3/9/13 – 2**)

5. As the U12 + middle distance coach, is there anything stopping me from running some pre-season training from mid September with the blessing of MLAC? – Roger Hinton. Training officially commences 1st October so it is okay from this date.
6. Decision regarding the frequency of line marking.
 - weekly : always spotless, no complaint, very expensive (\$12000)
 - fortnightly : depending of grass growth , not always very visible, several complaints in previous years. Cheaper option. Save \$5000 \$8 per athlete
 - leave it to the line marking company to decide : it was the case last year. They do not totally understand our requirement and prefers going for the safer option. (weekly).
 - on our demand : This will require to keep in touch with the council to be informed of grass mowing program. We still will need to give the line

marking company between 3 days to one week to fit us within their schedule.

Proposal to continue to line mark as required – All agreed

7. Clubs were queried on their methods for constructing roster compilation. All agreed that they take into account requests for inability to conduct roster on events known and advised early. BB promulgates a roster rotation program and requests inability to conduct dates are co-ordinated by the member.

8. DATE OF NEXT MEETING: Tuesday 1st October 2013 to be held in MLAC Clubrooms, Marcus Ave Booragoon at 7pm.

9. MEETING CLOSED: There being no further business, the meeting closed at 9.35pm

ACTION LIST

3/9/13 - 1	Volunteers to help with PMH day and ideas for what we should do	Clubs
3/9/13 – 2	Organise Tear drop banner	Chairperson