

## MELVILLE LITTLE ATHLETICS CENTRE

### MINUTES OF THE MONTHLY MEETING HELD ON 3<sup>rd</sup> DECEMBER 2013 AT MELVILLE LITTLE ATHLETICS CLUB ROOMS, MARCUS AVE BOORAGOON COMMENCING AT 7.06PM.

**1. PRESENT:** Teresa Blackman, Julie Rees, Annette Ellul, Catherine Zhoya, Steve Ford, David Rowbottom, Terri George, Reg Bourne, Roger Hinton, Ilsa Yates, Mel Spence, , Brett Johns, Ann Marie Becker, Michelle Kenworthy-Groen, Mark Shaw, Megan Wall, Julie Pearman-Johns

**2. APOLOGIES:** Mark Blackman, Chris Craggs, Kate Fox, Jacqui Richards, Eric Christian, Simon Kenworthy-Groen, Lynette Field, Sarah Boxley, Tammy Crawley, Kylie Broughton, Kate Peers, Sharon Madlener, Jacqui Richards

**3. WELCOME:** The vice chairman welcomed everyone to the meeting. Chairman arrived at 8.00 and chaired meeting

**4. PREVIOUS MINUTES:** It was moved by Reg Bourne, seconded by Annette Ellul, that the minutes of the previous meeting, conducted on 29<sup>th</sup> October 2013, be accepted as a true and correct record of the proceedings. **Carried.**

#### 5. ACTION ITEMS:

**1/10/13 – 4** Send media release forms to David – 80 missing but not chasing anymore - closed

**1/10/13 – 5** Ask members for new website manager – Please send out again

**1/10/13 – 6** Seniors webpage update see seniors report - closed

**1/10/13 – 7** Call for 2<sup>nd</sup> hand Melville singlets - closed

**29/10/13-1** Send list of club committee members to Chairperson - closed

**29/10/13-2** Send Kidsport voucher to registrar clubs concerned have done - closed

**29/10/13 – 3** Re-align roster allocation with updated Registration numbers – Rosters coordinator has done - closed

**29/10/13-4** Relay coach's working with children check if not a parent All received. Just waiting on one development coach - closed

**29/10/13 – 5**Sally Pearson Book 'Believe' orders - closed

#### 5. CORRESPONDENCE

Beyond bank statement

Sally Pearson breakfast

Impaired Athlete classification

Zones coordinator

Officials for relays

Champ Officer minutes

Tents for States reminder

Timing Solutions coming to Perth

Nomination for board position

State Relay parking and lunch pass

Teams Challenge tent roster

Council ground hire fees  
Athletic Club Marquee  
Late entry relays  
Tents for relays  
Refund from WALA for families  
Zones co ordinate reminder

## **6. REPORTS**

### **Chairperson:**

#### PMH Day:

Thank you to the fantastic effort for the hampers put together by the clubs. They looked wonderful and were all jam packed with an assortment of items. I would also like to acknowledge the 'fake cake stall' put together by Sally Walker.

Thanks to the generosity of all our families in raising funds for PMH. We raised an astounding \$3100.67 from our raffles, m&m guess, bank note raffle, bbq, fake cake stall, PMH merchandise sales and 2014 Fireman Calendar sales. This total does not include the PMH collection tins that we are required to return separately. We were fortunate to have a visit from Stitches the Bear and John – the cover boy for the 2014 Fireman Calendar to help our fundraising day. There was \$408.05 in the tins

A media release was put together for the local papers and published last week.

A special thank you to our 'Stitches the Bear' who managed to gather a following of athletes and run the toddler race. You were fantastic!

#### Feedback from WALA Association Meeting:

The meeting was attended by the Secretary and myself on Thursday 14<sup>th</sup> November. The following issues were raised and can be discussed in more detail at the Committee meeting.

#### LAA/AA Merger

Centres to educate athletes on the type of spikes to be used at the stadium. 5mm or 7mm spikes only and maximum of 7 spikes. Officials for 100, 200 and 400 should check spikes for our centre championships.

ET Clinic will no longer exist. It will be revamped under a modernised program titled 'YES' – Youth Education Scheme.

Specialist coaching clinics are not being well attended – requesting Centre feedback.

Multi's – with the uncertainty of the stadium availability following track upgrade, the decision was made to move Multi's to Langford Oval on Sunday 9<sup>th</sup> February.

Team Challenge – 509 athletes overall were registered from Centres.

Relays – only WALA supplied relay baton is to be used. Cardboard numbers will be issued to Centres prior and are to be pinned to Centre uniform. No bibs for 4 x 200m.

Technical Committee have met several times and progressed several rule amendments. More meetings will be promulgated in the future if there are volunteers to attend.

Several Rule changes were noted and are waiting formal promulgation.

One rule change re-submitted by Melville and approved the board was the deletion of the requirement to tuck shirts in. Shirt in or out is now an option for the athletes. Proposed to make it optional to tuck shirt in at our competition. All agreed. Clubs to let athletes and marshals know that it is now optional to tuck shirts in (**Action 3/12/13 – 1**)

#### Centre Awards:

As discussed last meeting, Clubs are to come prepared to nominate for Centre Perpetual Awards for consideration early in the New Year. Please ensure your nominations are presented with sufficient information in which to base voting on. See Other Business for nominations.

#### Fee Consideration for Next Season:

Please note that following for consideration regarding the Centre Fees next season.

WALA late additional charges this season were absorbed by the Centre. \$4 per athlete more than originally advised.

Melville City Council ground hire fees: Increased \$1.50 per athlete more than the previous season.

This is around \$5 per athlete which is \$3000 for 600 athletes

#### Season Issues/Improvement for next Season:

As we near mid Season, it is time for us to consider amendments, changes, improvements for next season. We need to prepare now so major changes can be incorporated in the By-Laws / Orange Book as required in sufficient time prior to the AGM. Please consider these issues and include any points for discussion on the January AGM. My first point for consideration is:

Amend major site rotations. Currently stated as every two years. This aligns with Olympic and Commonwealth years which will traditionally see spikes in our membership numbers. Lesson learnt

from last season is that the significant loss of corporate knowledge has taken some time to recover and had a negative impact as our numbers increased. We will have to look at this next meeting.

**Secretary: Voting of awards.** – We voted on Centre official of the year, Centre coach of the year, Centre administrator of the year. Also received athlete awards and parent volunteer awards. Results will be kept confidential.

Voted on board position Officer for Administration and Development. All agreed to nominate Sonia Stafrace.

**Treasurer:**

As at 1/12/13 -

CBA balance = \$13,565.27

Beyond balance = \$36,299.96

Outstanding invoices owed to MLAC = \$400.00

Outstanding invoices owed by MLAC = \$30.00

Invoices paid by MLAC in Nov. totalled \$8,572.02

Credits to Beyond A/C for Nov. totalled \$8,641.67

Credits to CBA A/C for Nov. totalled \$1,384.33

\*Going to transfer a further \$13,000 from CBA A/C to Beyond A/C.

\*Sally Pearson books and individual club ground hire fees are un-invoiced as yet.

\*Spoke to Armando's Sport and organized them to email invoices and copy of statement directly to me from now on, to avoid delays with payments.

**Registrar:** We will need to start looking for a registrar for next season. Can clubs please see if any members are interested? **(Action 3/12/13 – 2)**

**Records and Results Track:**

We have had a total of 17 records broken:

9 Track

8 Field – 3 triple Jump, 5 Javelin

We still have both new and recurring problems. Some issues have been:

- times next to the wrong athlete
- Recorders/timing gates people not checking the top of the printout as to race/heat number therefore the same times were given to two different heats in the same age group.
- Runners in the 200m been given random lane draw this doesn't occur until after Christmas.

I have spoken with clubs and speak with the parents on site every week and things are improving.

We are having some issues with parents bugging the recorders and children who are rude and impatient but deal with these on a weekly basis.

Due to the improvement on the recording sites it has improved the efficiency of my job and for that I say thank you to all clubs and parent helpers.

#### **Records and Results Field:**

- The number of athletes competing on a Saturday has been consistently around 480-500 each week.
  
- The quality of recording for field events has improved significantly. The two biggest areas that still need regular vigilance (**clubs – please emphasise these to those on roster**):
  - Ensuring that something is written in the BEST RESULT column for every athlete who competes. They do get left blank, even if an athlete has jumped / thrown successfully.
  - Clearly recording a 'no throw' or 'no jump'. Dots / dashes / ticks / crosses are hard to interpret.
  - Calling athletes just by their first name can cause mistakes in recording – check last name and number.
  
- An improvement in the quality of recording has made a huge difference to being able to get the results on the website / Results HQ promptly on Saturday afternoon.
  
- In previous years, the Field Recorder has taken responsibility for the Field Relay teams. My experience this year has been that it would be better to appoint someone other than the Field Recorder to this responsibility. The Field Recorder can provide reports on Personal Bests, but the huge task of following up those selected would be better handled by someone else.
  
- Field Recorder proposed the expenditure of funds on more ribbons. All agreed.

**Development Officer:** Nil

**Championship and Special Events:** Nil

#### **Field Arena Manager:**

The program is working well. As parents have become accustomed to their roles the program timing has improved. There are issues here and there but nothing that requires major changes. I will bring the committees attention to a couple of points:

1. I can't stress the importance of having key officials who know what they are doing. If a parent is being rostered on for the first time, sending them an email on how to run a site isn't going to be enough. What we do isn't complex, but it is intimidating and a few key words and actions can provide a parent with the confidence they need to work a site. If you don't know how to run the site well enough to coach a new parent, then speak to

me so that we can organise someone else to train them. The time to find out that someone doesn't know what they are doing isn't half way through a program.

2. High jump is the most variable timed event we have. Once we start we have little idea as to exactly when it will finish due to the nature of high jump. This makes it very difficult to schedule it into the program. The issue is compounded this year due to the high level of jumping with multiple age groups hitting records every week. We can't have the situation that the next event is held up due to one or two jumpers, because that puts everyone else behind. Unfortunately that means we are in the position of asking some athletes to choose between completing their event or moving onto the next event.

Notwithstanding this, I will be altering the program a fraction, and bring the U14+ age group forward to a 9:40 start, 20 minutes earlier than scheduled. I will also be splitting the U14+ age group into two groups, depending on their PB result. This will mean that the better jumpers will be able to start at a higher level, start jumping quicker, and therefore finish quicker (As a side note, we have two sets of mats. Both comply with the rules but the higher jumpers do prefer, for safety reasons, the thicker mats. Splitting the groups according to how high they jump will provide a safer environment for the higher jumpers). The high jump crew may have to ask for 2 volunteers each week to help out and operate the 4<sup>th</sup> site.

Brentwood have agreed and we will high jump time changes in a few weeks

3. The opinion of parents on how we can improve the program is always welcome, that's how we developed the program in the first place, and I strongly encourage feedback.

The procedure for feedback is:

- a. Speak to your club manager,
- b. Club manager raises the issue during the managers meeting.

If the matter is urgent, then have the club manager approach me ASAP.

What isn't ok, is going on site and telling the officials that they are doing something wrong. The people on site are volunteers and I have yet to see anyone deliberately do something wrong. All our volunteers deserve respect and a safe environment, so opinions are to go through club managers.

4. The program is the official start time of events. The announcer's job is to support the program, not run it. So the responsibility of being aware that an event is on doesn't fall to the announcer, it falls on the athlete (which means for most of our athletes, their parents). If the announcer misses calling an event, that doesn't provide the athlete with a reason to come late to site.

A special thanks to Brett who is doing a magnificent job as Field Manager.

**Winter Manager:** I attended a winter meeting and our cross country run will be mid may.

**Equipment manager:** The pins for the starting blocks have been ordered and are on their way. Our timing box is starting to need maintenance. The cost of the timing solution timing gates are \$12000 for 8 lanes so it will cost \$24000. This might need to be considered in the future.

**Coaching Coordinator:** Nil

**Council Liaison:**

The City of Melville summer sports season ends on the 28<sup>th</sup> of February 2014 for all clubs using their reserves and ovals. To ensure we continue to have access to Len Shearer Reserve for training purposes up to the weekend of States on the 22<sup>nd</sup> March 2014 we are required to submit an application for season extension to the City of Melville. This season extension application cost \$15.00 for each day the reserve is booked.

A brief survey of the existing coaches currently using Len Shearer reserve indicated that they will continue to coach any athletes attending zones and qualifying through to states. The high jump coach, Kate Fox, advised that high jump could be moved from Thursday to Tuesday to reduce the number of days needed in the season extension application.

A season extension application for Len Shearer Reserve has been completed and submitted for Monday to Wednesday commencing 3/3/2014 to 19/3/2014 for a total cost to the club of \$135.

**Canteen Manager :** The canteen has made \$6527.35 with a slow week last week.

**First Aid officer:** Nil

**Communications/Website Officer:**

- Our website usage has – as we expected – escalated since the start of the season. Over 5000 unique visitors in November (about 350 visits every day). At this stage we are still within the expended summer cap that we seem to have negotiated.
- No further offers from anyone willing to take on responsibility for the website. There have been a couple of suggestions of people who could ‘help with posting material’ from time-to-time. These are generous offers, but I am looking for someone to take responsibility for the website and all that entails.
- My time to attend to all things website is significantly limited, and will be for the foreseeable future.

**Publicity:** Nil

**Uniforms:** Nil

**Seniors:**

**Item # 1: Constitution.** No action

**Item # 2: Senior Database.** Ilsa

### Coaches' application form.

A couple of forms have been collected. Ilsa to file them once the Committee has accepted the applications.

Trevor's Application : Accepted.

Catherine has draft a "Letter of Invitation to coaches" in the hope of developing interest in becoming a Melville Athletic Club's affiliated coach: Pls, see attached.

Action needed: Albert and Catherine to do a few copies to hand out and Albert to affix a copy on the window.

Formal information letter: Has been affixed on the clubroom window. But remove very neatly 10 days later. Teresa does not know anything about it. It has been decided to affix another one. Would it be possible for the Council Liaison Officer to research if it has been removed by the council ? It wasn't removed by council. Another letter will be place on clubrooms.

### **Item # 3 : Athletes database.** Sarah

Statistics : On the 1<sup>st</sup> /11/2103 we had 65 Active and Financial registered athletes, all Types included.

Action needed : -Number of Athletes in each Type.

-Age group/gender.

Access to all AWA registered athletes (WALA registered and not): Roger and Sarah.

Access to all WALA Melville Roar U12+ athletes (AWA registered and not): Catherine.

### **Item # 4: Senior trophies.** Tony . No action

### **Item #5: Website.** Roger

After discussion, it has been decided to try to create our own Senior Website. Clicking on Senior will give a link to the Senior site.

The Melville Senior website WILL have a very similar look and format that the regular Melville Roar website. Roger to contact David to have access to templates and other definitions.

Sponsor : Sport Performance Centre Inc. Roger to investigate.

### **Item # 6: Proposal to purchase Senior equipment.** Tony. No action

### **Item # 7: Pro race.** 18<sup>th</sup> January'14. Roger

Correspondence:

"Hi All,

After a meeting with Russell Mathanda, the WCAL rep, the following is a proposed for the Melville ROAR Pro Race on 18 January 2014. We have tried to fit the races into Program A without causing too much disruption.



There will be handicap races for u14 and u17 – heats and final. They will be a 100m handicap. There will be no entry fee. Registration to be sent to Melville Sub-committee. Registered athletes and three best 100 from Centre comps this season to be forwarded to WCAL for handicapping.

There will be 6 heats (3 each age group, 8 lanes max) starting at 9:25am with a 3 minutes between each heat. First two plus next two fastest to progress to final.

The final will be run at 10:45 u14 and 10:55 u17.

An exhibition pro race is scheduled for 10:20am. This will be an invitation only event. This is to showcase professional running. Autographs and photo opportunities will be made available post event.

Roger.”

Two competitions : U12 to U14

U15 to U17

Melville Little Athletes only.

Prize money : the Committee is divided about the issue. Please, refer the subject to the general Committee . Committee had already decided that vouchers will be given to athletes not money.

Action : Lucio to look into sponsorship which will offer either prize money or can be transferred into vouchers.

Action : Registration Cut off 11<sup>th</sup> January 2014.

Catherine to advertise and take registrations. 1<sup>st</sup> in 1<sup>st</sup> serve. Limited place available. Can all clubs please advertise this event and let Catherine know who will be entering. **(Action 3/12/13 – 5)**

**Item #8: Fundraising.** Kate

Date proposed for the BBQ hosted by Senior: 22<sup>nd</sup> of February agreed upon and accepted.

Raffle to be organised when hosting the BBQ fundraising: Action needed at a later date.

Chocolate boxes?

Action : After Christmas , it has been decided to send an email to all Melville AWA registered Athletes to figure out the amount of interest.

## **General Business:**

U18 States Relay :

Action : Roger:

Contact AWA regarding the choice of date for next season. A clash with Year 12/11/10 exams not being the best choice.

Contact AWA regarding the introduction of a States U14/U16 Relay event.

Open Relay:

Action : Sarah to inform all Athletes about the upcoming nomination of a squad based on results.

Establishment of a similar system to the Little A Relay selection in the view to generate participation.

Coach/coaches to nominate closer to the date.

North V South Challenge, 29-11-13:

36 registrations. All U12/U13/U14, some U15. Many first timers at Senior which is the aim of this event.

**Officials Co-ordinator:** 11 positions for rosters for state relays. Ilsa to send track participants so Steve has the athletes names who are involved. If parents did a roster for Bill and Bettys they don't have to do a states roster.

## 7. OTHER BUSINESS:

1. Timing gate hire: Santa Maria and Kolbe College have both requested to hire our gates Friday 1<sup>st</sup> August for their athletics carnivals. Both have hired the gates previously and we have not had any concerns. Hire is \$1000 but will be subject to competent volunteers being found to pick up, set up and return gates.

*Propose:* Approval for Santa Maria (8 lanes) and Kolbe College (7 lanes) to hire our gates subject to caveats. (Note – back up dates for the carnivals have not yet been provided.) **14 agreed 2 abstain**

2. Centre Awards: Please see attached document for Awards, nomination and voting requirements. All voted on
3. Life Membership Nomination: Nomination will be presented to the committee for consideration and voting in January. Name will not be promulgated via the agenda or minutes.
4. Windup: It may sound a long way away but it is something we really need to start thinking about now, to ensure we can achieve the required bookings. Please come prepared with affordable suggestions which will still make the wind up fun.
  - Last year we had the following: Trophy presentations, Airbrush tattoo, Photobooth, Helicopter Lolly drop, Local band (with some athletes), Snow cone maker and fairy floss machine. Sausage sizzle and drinks were provided for athletes and any leftover were open for parents and siblings. It was suggested by Annette Ellul that each club be allocated a different stall.
  - Positive feedback from last season. Only issues raised were that the local band did not play for long enough!, and issues with some athletes regarding the lolly's.
  - Please note that the date will again fall on the weekend of the Australian Junior National Championships (Sydney), but will only effect a small number of older athletes. It is Friday the 15<sup>th</sup> March.

5. Lane Draws after X-Mas: Random lane draws to be established after X-Mas to ensure athletes become used to running in a variety of lanes. All agreed
  
6. Rosters—We have to remember that rosters would have been the same as last year if no one came forward to do the co-ordination. Amendments are not always popular. Sometimes new roster coordinators do things differently from previous but it is not necessarily worse. At the club managers meeting the new roster was shown and everybody was happy. The updated roster now incorporates committee positions and Melville coach's positions. It is up to clubs if they want to exempt members for these positions.  
  
Steve will send out new roster with committee positions and coach's included (**Action 3/12/13 – 3**). At the beginning of the season the roster coordinator will have to give handover notes to person who takes on this job so that it all runs smoothly.
  
7. Centre Championships: Last year we amended the eligibility for Centre Championships from 'previously attempted the event with a valid existing PB' to 'must have competed at the event a minimum of three times.'

This was updated in the Orange Book (p26) below, but was not updated in the By Laws.

[Page 26 – Orange Book.](#)

[To be eligible to compete at the Centre Championships, the athlete must have competed at the event a minimum of three times.](#)

Proposal: Amend By Laws para 65 from:

## **CENTRE CHAMPIONSHIPS**

65.1. The final two weeks of Centre Competition are reserved for the Centre Championships. Every athlete is encouraged to participate in this competition.

65.2. The first three place getters in each age group will be awarded either a gold, silver or bronze medal.

65.3. Only athletes that have previously attempted the event with a valid existing Personal Best will be eligible to receive a medal.

65.4. U16 and U17 registered athletes will compete as one age group during Centre Championships.

65.5. Points and ribbon achievements will not count during Centre Championships.

65.6. Personal Best Ribbons will be awarded to all athletes that achieve a Personal Best during the two weeks of Centre Championships.

To

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65.3. Only athletes that have competed in an event, a minimum of three times, during the Melville Little Athletics Centre program season will be eligible to compete in that event during the Centre Championships.

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65.6. Personal Best Ribbons will be awarded to all athletes that achieve a Personal Best during the two weeks of Centre Championships

All agreed and David will update website **(Action 3/12/13 – 4)**

8. Under 8 and 9's behaviour has been bad in a few athletes. They have been spoken to as a group and are now behaving. If bad behaviour continues we will have to look at this further.
9. If there are any athletes out of uniform and using spikes inappropriately any Melville committee and club committee can address this with them. Then let the arena manager know.
10. A new roster position has been added because of all of the athletes running out of lanes and cutting corners in the 200 and 400. It is for a track umpire and they will stand on the bend near 200 start with a red flag checking that the athletes stay in lanes. They will umpire the 200 and 400 events. The marshal and starter will have to warn athletes that this judge is there. The walk will be looked at and if it is deemed that athletes are not doing it 'properly'. The track umpire might be needed for this event to pull athletes off the track. Will discuss further at managers meeting.

11. There has been complaints that starter is starting too fast. At 7.35 Saturday 7<sup>th</sup> December there will be a meeting for all starters at the 100metre start to go through correct procedure. Club managers need to send who they want to attend.
12. Catherine wants to nominate for deputy manager for zones.

**8. DATE OF NEXT MEETING:** Tuesday 7<sup>th</sup> January 2014 to be held in MLAC Clubrooms, Marcus Ave Booragoon at 7pm.

**9. MEETING CLOSED:** There being no further business, the meeting closed at 10.05pm

#### **ACTION LIST**

<b>1/10/13 – 5</b>	Ask members for new website manager	Clubs
<b>3/12/13 – 1</b>	Let marshals and athletes know tucking in shirt is optional	Clubs
<b>3/12/13 – 2</b>	Look for new registrar	Clubs
<b>3/12/13 - 3</b>	Send out new roster to include committee and coaching positions	Roster Coordinator
<b>3/12/13 – 4</b>	Update by laws on website	Website manager
<b>3/12/13 – 5</b>	Advertise pro race for under 12 to under 17 and tell athletes that entries have to be in by 11 <sup>th</sup> January to Catherine	Clubs