

## MELVILLE LITTLE ATHLETICS CENTRE

### MINUTES OF THE MONTHLY MEETING HELD ON 4<sup>th</sup> February 2014 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, Roger Hinton, Ilsa Yates, Ann Marie Becker, Michelle Kenworthy-Groen, Sarah Boxley, Tammy Crawley, Kylie Broughton, Sharon Madlener, David Rowbottom, Terri George, Reg Bourne, Mel Spence, Brett Johns, Mark Shaw, Megan Wall, Julie Pearman-Johns, Terri George

**2. APOLOGIES:** Mark Blackman, Chris Craggs, Kate Fox, Eric Christian, Simon Kenworthy-Groen, Kate Peers, David Rowbottom, Mel Spence, Jacqui Richards, Lynette Field

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

**4. PREVIOUS MINUTES:** It was moved by Roger Hinton, seconded by Ann Marie Becker, that the minutes of the previous meeting, conducted on 7<sup>th</sup> January 2014, be accepted as a true and correct record of the proceedings. **Carried.**

#### 5. ACTION ITEMS:

**1/10/13 – 5** Ask members for new website manager – close will vote new website manager in at AGM

**3/12/13 – 6** Amendments to by laws for AGM – Next year keep sites the same and then rotate 2015-16 and then 4 years after, age group capping and add seniors rep to committee position – for formal voting at AGM, age group capping and add seniors rep to committee position

**3/12/13 – 7** Send Doug Hancy and Tom Wilson award to Secretary by 14<sup>th</sup> January to be voted on in February. **Close** Athlete of the year and Life membership by February Meeting to be voted on in March. Please send by 11 February **Action (4/2/14 - 1)**

**7/1/13 – 1** Discuss rotation of major site – see above close

**7/1/13 – 2** Ask for 2<sup>nd</sup> hand singlets – Can clubs please add to next newsletter.

**7/1/13 – 3** Flipping tiger costume proposal- will bring a proposal at next meeting after discussion at next seniors meeting

**7/1/13 – 4** Wind up organisation of different sites. Proposal to purchase \$30 voucher for band members. Carried. Bateman Bullcreek to organise. Proposal to approve \$650 for photo booth which will cover 3 hours and Melville logo. Carried. Brentwood to supply power cord. Proposal to spend \$150 on lollies for helicopter or more if needed. Carried. Leeming to organise. Leeming to confirm council approval. Proposal to spend \$165 for fairy floss machine and \$165 for snow cone machine. Each will be enough to supply 300. As well as extras for cups and straws from vital packaging plus \$66 for delivery, and Ice for Snow cones. Carried. Melway and Olympia to organise. Proposal to spend \$350 for airbrush tattoo for 2 operators. Carried. Palmyra Bicton to organise. Proposal for a budget of \$400 for the BBQ including drinks. If more is needed Canteen Manager to advise. Carried.

#### 5. CORRESPONDENCE

Progression through to zones

Progression zones to states

Reminder and due dates

Tent rosters for multi's

Multi rosters

D'arcy Slater scholarship

Dale Multi Invitation

Zones co ordinate meeting

Centre financial audit reminder

Award date reminders

Bank statement

Winter troy park booking confirmation

Wind up booking confirmation

Zone nomination file

WALA agenda feb meeting

WALA staff notification

## **REPORTS**

### **Chairperson:**

**Queries:** There were many queries (positive and very negative) from members regarding temperatures on our Sat 11<sup>th</sup> program. We have a policy to manage the excessive temperatures and this was discussed at the previous meeting. Various emails were sent to clubs (for on forwarding to members) and the website was updated with this information as well. It was disappointing that the message/ policy was either ignored, deleted not passed on, or questioned repeatedly. It is not fair to expect me to deal with every enquiry regarding issues particularly with the amount of information that was sent out. It is requested that clubs also take a pro-active approach to dealing with issues such as this (and I acknowledge some clubs did), rather than 'passing the buck'. We are here to work as a team for the benefit of our athletes – the information is not hidden, in fact I make every effort to advertise widely so every effort to pass on/endorse information is very much appreciated.

**Centre Championships:** Clubs are requested to ensure experienced key officials are on roster – by this time there should not be anyone who is doing a job for the first time – experience and knowledge are the key to progressing as quickly as possible.

Clubs will be requested to provide one additional member to help with the additional roles required during Centre Championships. These include 'runner' to sites to have the results returned to the Presentation area as soon as practical to progress presentations, medal/pb announcements and presentations and review of results for presentation. I know some clubs like to spread this help out in small blocks but I ask you to carefully consider the task given prior to doing this (For example consistency in reviewing results is highly advantageous to ensure accuracy and prompt process – if we are teaching someone how to do it every hour or so this will slow the process down.)

Please remind your members that the program will run slightly longer during the Championships weeks as we work our way through the additional processing and presentations.

Please also remind members that just because we have medals and pb achievements, un sportsmanship behaviour from any athlete will not be tolerated. If there are any concerns

throughout the day, this should be brought immediately to the attention of arena manager, through the respective club managers as soon as possible. OFFICIALS ON SITE SHOULD NOT BE APPROACHED.

**Centre Windup:** All members/clubs are reminded that our Centre windup will be held on Friday 14<sup>th</sup> March. The organisation load has been distributed among the Centres this year rather than being left to one or two members. I have also written to Life Members to invite them to aid in the presentations.

#### **UWA Visit:**

On Sat 25<sup>th</sup> Jan we took the opportunity to visit UWA and observe the running of their program. It is interesting and very worthwhile to observe how others conduct activities.

The following points are noteworthy and worth further discussion:

- Lighter on numbers after Christmas (as we are).
  - Roster allocation at the beginning of the season where you sign up for your duty – 1 in 2 allocation.
  - Roster allocation includes equipment set up and equipment pack up. (Sites are packed up, and parent equipment pack up returns equipment to the shed.)
  - Each age group has assigned coach, assistant coach and manager. These people warm the athletes up at the beginning of the day and accompany them through the entire program. Athletes stay together as a group throughout.
  - Big advantage of this includes:
    - o No marshals required for sites
    - o No need for marshal calls – in fact there were only about two announcements over the PA for the entire morning!
    - o Event management was smoother although over exuberant coaches didn't always provide adequate recovery time between events.
    - o Marshal/coach co-ordinated and / or directed most sites but this appeared more personality driven.
    - o Younger (and larger) age groups may have additional marshal/coach.
  - Other noteworthy points include:
    - o Three throws conducted consecutively – no practice throw.
    - o TJ – where only one person was jumping off a board distance, jumps were consecutive.
    - o Boys and Girls program for each age group was the same although order may varied slightly.
    - o 1500's run as mixed gender.
    - No walk program – all other events are conducted in a rotational two week program.
    - During observation U13G commenced warm up at 0745, and concluded 7 events by 10:40
- We will have to look at having age marshals for all age groups to replace track marshals and fields recorders. Can clubs please take back to members for thoughts and consideration? Marshals would be a rotational job between the same parents to ensure consistency and efficiency of the job. Some age groups will only require 1 marshal and some two. To be discussed further. **(Action 4/2/14-8)**

#### **Club Responsibility reminder:**

- The Club shall submit at the Annual General Meeting of the Centre the Annual Report and Statement of Income and Expenditure Account for the Club.

- The Club shall provide the Centre Secretary with a copy of the Club Meeting Minutes after every club meeting with a minimum of four (4) meetings per year.

**Constitution Amendments:**

- Amendments to the Constitution may be made at the AGM of a Special General Meeting called for the purpose of amending the Constitution provided that twenty-one (21) days' notice of this intention is given.
- Any proposed amendments are requested to be included in the Agenda for the March committee meeting. This will provide sufficient opportunity for wording to be clarified and any issues discussed prior to presentation at the AGM for voting on acceptance (or not).

**Amendments To By-Laws:**

- Amendments to the Centre By-Laws may be made at the Annual General Meeting, a Special General Meeting called for the purposes of amending the By-Laws, or a monthly meeting of the Executive Committee, provided twenty one (21) days' notice has been provided either in writing or electronically.
- We have been discussing proposed amendments/additions to By-Laws at the previous two meetings. Any proposed amendments are requested to be included in the Agenda for the March committee meeting. This will provide sufficient opportunity for wording to be clarified and any issues discussed prior to presentation at the AGM for voting on acceptance (or not).

**Life Membership:**

As emailed separately – in confidence.

**Athlete Life Membership:**

- Granted to any athlete who has competed at the Centre for at least 11 years from U7 to U17.

**Chairperson Position for Season 2014/15:**

It is with regret that I inform you that I will not be re-nominating for the Chairperson's position again next year. After 6 years in key committee roles that has demanded a significant amount of my time both in and out of season, my family and I have decided it is time that we give someone else the opportunity to stand up. I acknowledge that much of this additional time spent has been of my own doing (development of the website, development and submission of the Constitution, increased communication including life members, sponsorship, council development and proposals for potential relocation and more), however I did this as I truly held the aim and vision of bettering our Centre. I am very proud to have been a part of a volunteer team that has many wonderful volunteers that have shared my enthusiasm. My departure from this key role will open the door for someone else to be given this rewarding opportunity.

I intend to remain involved; the extent of which will depend on volunteers for next year's committee, however as my daughter aims to continue her development in athletics, this will sometimes take us away from the Little A's arena – I do not wish to volunteer for a key role if I know in advance I am unable to commit 100%. I have always asked you to provide feedback and with this feedback, options should also be presented - now is the opportunity for someone to step forward

and implement changes as required and continue to develop and grow the Melville Roar Centre as we go from strength to strength.

I will remain available for guidance as required (or requested) so any volunteer can feel secure in the knowledge that they will not be left with a 'sinking ship.' Far from it – financially we are secure, and I have put plans down for equipment upgrade and proposals for the future. Hopefully we have maintained our ground; in fact there is nothing from council over the past 12 months to indicate otherwise. The Centre has many keen and knowledgeable volunteers and a great bunch of athletes that continue to be a dominating force. Nominations for the position are requested prior to the AGM for election by members at the AGM.

Can all committee members please indicate if they will re nominate.

**Secretary:** Tom Wilson award was voted on. Nominees and winners names withheld. Doug Hancy award was voted on. Nominees and applicants names withheld. Will send to WALA separately.

**Treasurer:** As at 31/01/2014

CBA Balance = \$645.28

Beyond " = \$39,238.88

Nil outstanding Invoices to or from MLAC.

Invoices paid in January = \$3,454.00

Reimbursements paid by MLAC in January = \$644.04

Credits to Beyond A/C in January = \$47.60

Credits to CBA A/C " " = \$0.01c

\$731.00 in unrepresented cheques: #008 - 011.

**Registrar: Nil**

**Records and Results Track:** Ordered green, red and blue ribbons and PB ribbons. Have organised awards and gold medals and under 7,8,9 participation medals. Program 2 seasons best already given to Teresa for orange book. 115 athletes so far entered in zones. Thankyou to Roxanne Ford and Sarah Boxley for organising zones forms. Proposal to spend \$8000 on trophies. Carried.

**Records and Results Field:** Please put experienced recorders on duty for club championships. When rostering on marshals think about which ones can enforce the rules of 3 times participating in an event to qualify to compete (**Action 4/2/14 - 2**). For future reference it took 8 man hours to sort out sheets of which athletes had competed 3 times in an event for field sheet only for program 2.

**Development Officer: Nil**

**Championship and Special Events:** Melville will supply 6 blocks for straight track, Sothern districts 6 blocks for circular track and Belmont 2 blocks for straight track and 2 blocks for circular track at zones. 5 athletes will go through for discus and javelin at zones to States and 7 for all other events.

Please let all athletes that are doing High jump at zones that starting heights are higher than at our club competition. **(Action 4/2/13 – 3)**

**Field Arena Manager:**

**Winter Manager:** Venue is booked for the cross country at Troy Park on the 17<sup>th</sup> May.

**Equipment manager:**

**Equipment repairs** required throughout the season should be raised immediately. A spot review a couple of weeks ago found broken tape measures placed in the equipment wheel barrows for the next week's competition.

Equipment needs to be returned correctly at the end of each competition. This will ensure equipment is charged and readily available for the following week's competition. If you don't know where it goes, ASK. The preference is that if you collect it, return it from where it came from. Most equipment bins etc are clearly signposted – dumping the equipment and expecting someone else to put it away is not considerate.

All **electronic starting equipment and start gun equipment** is to be carefully looked after – there is an increasing number of issues which are time consuming and costly to repair. The faults have generally been caused by rough hands and/or lack of familiarity with the equipment.

**Future equipment purchases for consideration:**

- Timing gate replacement. Equipment is still operational although there is increasing time and expense conducting repairs. Equipment will have to be returned to Tasmania at the end of season for service. It may also be time to consider purchase of alternate gate system – it is expensive but could be offset with selling the existing set. Alternate systems is approx. \$24000 but is less time consuming to set up/pack up and would take up less space for storage.
- High jump buns. For a number of years there have been complaints from athletes jumping from heights about our buns. One set too soft and the other quite hard. Option to pursue a top cover to be secured to buns – approx. 10-15cm thick for added protection.
- Wireless PA system. Cost to be pursued with additional speakers to ensure announcements can be heard in all major seating areas. More speakers has the potential to reduce the noise levels for local residents thereby reducing some complaints to council. In addition positioning of speakers would be more flexible.
- Starting blocks – replacement of lightweight aluminium blocks with higher back blocks to be considered. Costs to be provided. Advantage is they are lighter and will be same as what is used at the stadium (different for back blocks). Old blocks could be sold off to Centres/members.

**Busy Bee:** Required to confirm status of equipment at the end of season. Proposal for Sat 29 Mar or Sun 30 Mar. Soccer has been contacted to avoid any potential conflicts. Every club is requested

to provide a member to review site equipment and provide clear information back to the Equipment Officer. The commitment is not expected to take very long. The busy bee will be on the 30<sup>th</sup> March at 9.00am. Can clubs please promulgate. **(Action 4/2/14 – 4)**

**Coaching Coordinator:** Very quiet at training

**Officials Co-ordinator:** Multi roster is complete. Zones have need 62 slots to fill. Need to fill Key Official roles first.

**Council Liaison:** Next invoice for line marking will be paid by the council. It was proposed that council liaison officer ask the council to erect a sign to stop dogs going in the sandpit. **(Action 4/2/14 – 5)**

**Canteen Manager :** Canteen Bank balance is \$8918.49

**First Aid officer:** Soccer receive a \$3000 healthway grant for first aid supplies. Will apply for little athletics. **(Action 4/2/14 – 6)**

**Communications/Website Officer:** 3000 visits to website in January. Please do not send emails to @melvilleroar addresses and other addresses at the same time because they won't go through. Can clubs please discuss if they want to block people from looking at the results and tell us at the next meeting. **(Action 4/2/14 – 7)**

**Publicity:** Nil

**Uniforms:** Nil

**Seniors:**

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

**Item # 2: Senior Database.** Ilsa No action

Need to contact Tony Reeves, Mark Neve, Kevin Richie, Jason..., Bob Russell. Others..? Action ? Catherine still waiting for Coaches criteria to be able to direct older athletes to more senior coaching.

Letter to coaches to be posted on website and on club room wall. With booking time.

**Item # 4 : Athletes database.** Sarah

Statistics : See attached.

We are very pleased to notice that our communication towards WALA athletes has been productive: There is an overwhelming majority of WALA registered athletes in our registered AWA numbers. We also can notice large registration of 13 years old girls and boys.

**Item # 5: Senior trophies.** Tony No action

**Item #6: Website**

New website to be set up by Roger Action needed.

**Item # 7: Proposal to purchase Senior equipment**

Albert has sent a proposal for purchase Plyo Boxes.

Roger has proposed to donate a speed sled.

Decision on purchase proposals to be discussed and voted upon at next meeting

**Item # 8: Pro race**

A success: 28 Melville LA participants !

Already talking about next year.

- Will need better communication between announcer/arena manager/pro race organiser
- Some issues with result used for PB's. System to be revised.
- Missed opportunity: (i.e Rockingham Pro-race event 2013.) Next year we hope to find an announcer who will promote and engage with the visiting athletes. The Invitational was not announced and promoted as it could have been. (Greg ??)

**Item #9: Fundraising.** Kate

BBQ Coming up on the 15<sup>th</sup> of February :

Sarah has everything organised: Sausage and bread. Kate to buy onions. Catherine to do frozen oranges. Roger, Lucio, Albert, Bob to help with cooking.

Sarah to send an email to all AWA athletes/family for cup cakes donations and BBQ helpers.

Kate to organise an "how many lollies in the jar" fundraising in conjunction. Jar set next to the BBQ.

**General Business**

Open States Relay. Email sent to all athletes included in the squad. We are waiting for a couple of athletes to confirm.

Coaches : 4x100m men: Roger or Albert

4x100m women: Roger

4x400m men: Bob

4x400m women : Trevor has confirmed.

**7. OTHER BUSINESS:**

1. Centre Championships – any issues to be raised that has not been addressed previously.
2. Life Membership nomination - Carried. Name withheld
3. Life membership for past athletes – Proposal in favour of life membership for past athletes to receive life membership. Not Carried
4. Approval for wind up costs - See action items



5. Little Athletics and Athletics Australia merger. Little Athletics will not pursue merger with Athletics Australia. Can members please forward any questions about merger to chairperson to ask the board at the WALA meeting on 20<sup>th</sup> February.

**8. DATE OF NEXT MEETING:** Tuesday 4<sup>th</sup> March 2014 to be held in MLAC Clubrooms, Marcus Ave Booragoon at 7pm.

**9. MEETING CLOSED:** There being no further business, the meeting closed at 9.26pm.

#### ACTION LIST

<b>3/12/13 – 6</b>	Amendments to by laws for AGM	Everyone
<b>7/1/13 - 2</b>	Ask for 2 <sup>nd</sup> hand singlets	Clubs
<b>7/1/13 - 3</b>	Flipping tiger costume proposal	Seniors
<b>7/1/13 – 4</b>	Wind up organisation of different sites	Clubs
<b>4/2/14 - 1</b>	Please send athlete of the year and life membership nominations by 11 <sup>th</sup> February	Clubs
<b>4/2/14 - 2</b>	Experienced people on roster for club championships	Club Roster co-ordinator
<b>4/2/14 - 3</b>	Let zones high jumpers know qualifying height are higher than Melville	Official Coordinater
<b>4/2/14 - 4</b>	Busy Bee 30 <sup>th</sup> March 9.00 am – Clubs to promulgate	Clubs
<b>4/2/14 – 5</b>	Ask council for no dog sign in sand pits	Council Liaison Officer
<b>4/2/14 - 6</b>	Healthway Grant	First Aid officer
<b>4/2/14 – 7</b>	Clubs discuss if results will be made public next season	Clubs
<b>4/2/14 - 8</b>	Discuss age group marshals replacing track marshals and some site positions	clubs