

## MELVILLE LITTLE ATHLETICS CENTRE

### MINUTES OF THE MONTHLY MEETING HELD ON 2<sup>nd</sup> SEPTEMBER 2014 AT MELVILLE LITTLE ATHLETICS CLUB ROOMS, MARCUS AVE BOORAGOON COMMENCING AT 7.02PM.

**1. PRESENT:** Julie Rees, Mark Shaw, Ilsa Yates, Mel Spence, Julie Pearman Johns, Brett Johns, Steve Ford, Tammy Pearman, Ann Marie Becker, Michelle Kenworthy-Groen, Tania Copeland, Teresa Blackman, Graham Cowin, Sharon Madlener, Roger Hinton, Annette Ellul, Mark Blackman, Suzie Adams, Reg Bourne, Catherine Zhoya, Deb Smith, Karen Keating

**2. APOLOGIES:** Kate Peers, Lynette Field, Steve Kempson

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

**4. PREVIOUS MINUTES:** It was moved by Brett Johns, seconded by Tania Copeland, that the minutes of the previous meeting, conducted on 5<sup>th</sup> August 2014, be accepted as a true and correct record of the proceedings. **Carried.**

#### **5. ACTION ITEMS:**

**5/5/14 – 2** Sponsorship for orange book

**5/5/14 – 6** Organise Pro race – 17<sup>th</sup> January. Ongoing

**1/7/14 – 2** Update committee members group email contact list – Need to add Melway delegates

**1/7/14 – 3** Re-install spam filter

**1/7/14 – 4** Electricity/water bill ratio with MCFC – Review continuing. Asked council liaison officer to ask council for breakdown of invoices.

**1/7/14 – 5** Orange book to finish - Close

**5/8/14 – 1** Ask WALA to attend our next meeting re Daniel Woodhouse – will re address

**5/8/14 – 2** Send letter to WALA about winter walk finals – Winter officer has sent close.

**5/8/14 – 3** Advertise for Officials Coordinator

**5/8/14 – 4** Advertise for First aid officer – Nomination by Natasha Clutterbuck All agreed – close

**5/8/14 – 4/B** Advertise for Development Officer

**5/8/14 – 5** Clubs to discuss Proposal for seasons best – Proposal to include championships in seasons best. 4 clubs agree 2 abstain. Passed

**5/8/14 – 6** Organise stitches the bear for PMH day- still following up with PMH. Need to organise fireman's calendar as well.

#### **5. CORRESPONDENCE**

Melville High timing gates query. Answered, close.

Registrations

Samya away

Dates and fees

Insurance cover

Athletes subsidy scheme

Registrar information

Voting for officer for officials accreditation and development – Same nominations as last time. All agreed to vote same as last time.

WALA registration form

CBA bank statement

## REPORTS

### Chairperson:

#### Chairperson opening: 10mn

- **Board** - A core of decider: Anyone wishing to be part of a board of decision takers for issues which does not require a vote from the Executive Committee. This is not a requirement of the Constitution, neither a By-Law. 10 Committee members and/or delegate agreed to be part it.

- **Financial Planning:** Establishment of Middle/Long Term Financial planning. Major expenditure can be partly financed by Grants. But must be lodge long time in advance. It also allows allocation of fund as Assets for Depreciation of Equipment instead of leaving it as liquidity. Need a 3 year budget with a reserves fund for incoming expenditure so we will be eligible for grants.

- **Communication:** 5 letters to WALA in one month. Is it really an effective way? Similar issues could be addressed together or prioritised

#### - **Coaching.**

Coach development: AA course coming up 20/21 sept. Level 2 Intermediate . 2days cover all events.

### Coaching Review: brainstorming session, Aug 26<sup>th</sup>, 2014

**History:** tell the tale.

#### **Problem addressed:**

- Oct to Dec: sometimes too many athletes with varied motivation  
Jan to March: No attendance, sessions have to be cancelled.
- Disengagement of parents of older athletes (drop&run). This has a cascade of consequences, one of them the lack of a pool of volunteers with experience at Club/Centre level.
- Teenagers already specialised stop training in other secondary events
- Hiring of Len Shearer for no use from Melville Little Athletics
- Difficulty to find coaches
- Difficulty in training teenagers with different motivation

- Loss of older athlete coaching and mentoring the younger one at Clubs

**Reality:** Two different types of teenagers:

- Competitive who want higher level of quality coaching. But still might want to get a bit of practice in secondary events
- Socials only or new to athletics

**What do we have:**

- Coaching session once/week at Club level. But unadapted to teenager needs
- U12+ dev at Len Shearer losing momentum, so unadapted as well + Difficulty in finding coaches.
- Pool of Senior Coaches growing and getting stronger. With criteria.

Proposal 1: U7-U17 at Clubs.

- Social teenagers going back to Clubs. Clubs need to have a structure in place to be able to accommodate them. Coaching Committee to train Club Coach Coordinator.
  - 2/3 Events rotation/4weeks: i.e: Hurdles or sprint , 1 Jump, 1 Throws.
  - Socially/fitness orientated
- Competitive teenagers directed to Affiliated Senior coaches. Most start from U13 or U14.

Proposal 2: U7-U12 at Clubs. U13-U17 at Centre, once/week.

- Keep social U13+ at LS offering a more social session, once/week, preferably on the same day than most Clubs (wed). Negotiable.  
Session based on Fun/Fitness with a 2/3 events per session/4 weeks rotation. Eventually incorporating a pool session.  
One coach will coordinate and establish the 4 weeks program. Assistance by a couple of parents needed on a roster basis. Specialised coaches booked as scheduled.
- Competitive teenagers directed to Affiliated Senior coaches. Most start from U13 or U14.

Proposal 3: U7-U17 at Centre.

Age group based.

Following recommendation from our Coach coordinator, all agreed to implement proposal 2. Same day or different day that Club training TBA after Club Delegate consult with their respective Committee.

### **Ground**

Please, could everyone wait for LS booking confirmation before advertising an event (i.e coach the coaches).

Ground allocation in September 2014:

10<sup>th</sup>: share with soccer, top oval and corner bottom oval for high jump

After that date, the council is getting the ground ready for athletics:

17<sup>th</sup> 24<sup>th</sup> : resurfacing happening, so we must stay mostly on the top oval, and high jump on the bottom oval, being careful to stay out of area spread with sand.

- **Tear Drops**: Do we would like to purchase one or two more? Everyone seems to be very happy with them. Proposal to purchase one more tear drop banner. All agree **Action (2/9/14 – 1)**

- **Clubroom** code and keys. We have decided to change the code a couple of times this season to set in the message that the code is not to be given out without valid reason and the Chair must be informed. I am keeping a record of who has the code and will inform of the code changes accordingly.

- **Orange Book:**

WALA has changed the date for Multi. I have called few people who all thought that the accuracy of the calendar is more important than having the book ready for Registration day. Still, our publisher will do his best to have it ready by the 6<sup>th</sup> of Sept.

Proposal season 2014/2015: Sell the hard copy for \$2 or gold coin donation. Clubs to ask members. Is this to cover costs or will be fundraising as well? **Action (2/9/14 – 2)**

Proposal season 2015/2016:

- Online orange book only, no hard copies
- Some hard copies printed out as merchandising. We would establish how many to print from this year sales.

- **Registrar:** Kidsports registration ?

- **Canteen,** Jacinta's proposition: coffee van. This year we have a canteen manager. What's about the future? Could it be interesting to have someone running the canteen for us if we cannot find a volunteer. **Do we want to change the coffee van tender?** Will not change this year.

To Melville Athletics Club,

I recently spoke with Catherine regarding the running of the canteen for little athletics. My name is Jacinta, I am currently running the canteen for Melville Soccer Club at Len Shearer, this is my fourth season now.

Also I have a Coffee van business called LADY LATTE [www.ladylatte.com.au](http://www.ladylatte.com.au)

These are two options I had in mind.

1. I could take over the running of the canteen for you with my team of staff, where we would serve hot food, fresh coffee, snacks and ice creams. (Please find my menu attached).  
So this can be still profitable for your club we can work out a price to pay rent on a weekly/month basis?  
This is the same agreement I have with Melville Soccer Club.
2. Or I can bring my coffee van down and serve from the van. Where I would be happy to donate say 10% of profits or 50c per cup to the club every week.

If this is of interest to you, I can meet you down the canteen for a chat, you can come and try my coffee and see my setup.

I look forward to hearing from you.

Kind Regards

Jacinta Zupanov  
PO BOX 710  
Balcatta WA6914  
[www.ladylatte.com.au](http://www.ladylatte.com.au)  
find us on face book

- **Pro-Race**: need to find sponsors

- **Official Coordinator**: No Officials coordinator, no changes in the Club's Roster Allocation from last year.

- **Development officer**: Ilsa and Steve Ford to share the load. In this year of ALAC in Perth, offering Key Officials education is important.

- **Mayor Citizen of the year**: Greg Clark Proposed by Mark Shaw. Second Tania Copeland. Majority agree - passed.

- **WALA AGM**:

Presents: Julie, Ann Marie and myself.

Meeting chair by Franck Jamieson in the absence of the President, Rob Crockett.

Chairperson's report not accepted due to late submission.

Sponsors: LAA: McDonald, Jetstart next 2 years, Asics next 3 years, loss of Beyond Bank. But Beyond Bank still working with us at a State level.

Audit report not completed but Accepted.

Athletes Coaching&Development: Change in criteria for U13/2015 squad selection: All medals winners will be in the squad.

Officer for Comp&Special events: Change in MultiEvent Championship date.

Change of events for U15 Girls only: LJ/200m/H/SP/800 LAA  
decision to match heptathlon.

Propose to move toward a more formalised STC (State Technical Committee aim to review competition rules).

Need for nominations of Officials for State Events, but also for ALAC this season in Perth. Only 22 nominations to date.

Officer for Admin&Dev: Constitution in its inaugural phase. 4 persons form the Committee working on it. The draft will then be sent to all Centre for review.

Registrar: 2014/15 – 8794 registered, not included winter registrations.

Officer for parent coach&education: WALA run course are:

ITC (Introduction to coaching course)

Triple C (Club Coach Certificate) SthDistrict to run one in late Oct.

Votes: Athletes dev: Frank Jamieson, returning

Comp & Spe Event: Lukas Martens, returning

Admin&Dev: Sonia Starface, returning(Teresa's)

Ballot vote for Officer for Officials had a problem, so a revote will be organised in the near future.

General Business:

I have again mention the need for a more effective communication. Particularly the need for more use of electronic ways of communication. I particularly stressed the importance to have direct contacts with each of the board members. At the present, all communication are addressed to the Office Admin who redirect emails.

**Treasurer:**

As at 31/08/2014:

Beyond Balance = \$34,223.97

CBA Balance = \$ 0

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- Steps have been taken to close the CBA a/c which now has a nil balance, just waiting on bank confirmation of closure.
  - Only outstanding account is 50% balance of Vayda Sports uniform invoice being \$583 which is awaiting delivery.
  - Awaiting invoice for printing of Orange book.
  - MLAC Invoices issued in the past month to Beyond Bank for sponsorship being, \$600 and to Santa Maria College for timing gate hire, being \$930.
  - Review of charges from City of Melville for utilities is continuing – a) have requested Simon (council liaison) to obtain a detailed breakdown copy of gas, electricity & water charges accounts over the last 12 months, so a spreadsheet data analysis can be done. b) have also requested Teresa to forward any emails re deal brokered with Soccer club over the 15/85% ratio.
  - Income for August = \$1,343.26 (includes \$644.01 being CBA remaining balance transfer)  
Expenses for August = \$2,738.15 (includes \$500 paid to Nicole Robinson – International meet)

**Secretary:** Nil

**Registrar:**

1. Common day registration – 6<sup>th</sup> September 2014. 10:00am to 1:00pm at Melville Recreation Centre, Art Room. Due to ongoing netball finals my availability during this period will be limited. Orange books should be available on the day.
2. WALA have advised the following times that the registration system will be open for pre-registration.

The following is the priority period for registrations.

2<sup>nd</sup> Sept opens at 8am and closes on the 3<sup>rd</sup> at 12pm

The 2<sup>nd</sup> opening is

4<sup>th</sup> Sept 8am until 12pm

The 6<sup>th</sup> of September is the state registration day at 10am

3. Kate and I have handed over registration information from last season. Registration HQ has been updated and some features differ from last season. As per last season, members and new registrations will be able to register online through Results HQ website. Only accepted payment is cash or cheque so each member will have to have paid prior to the registration being accepted. This year club registrars will have offline access. This means new registrations can either be done on paper (and then entered), or entered directly to an offline registration program and uploaded to the database. Club registrars will be responsible to ensure Proof of Age (PoA) is sighted, Terms and Conditions (T&C) signed and payment received. Once all this has been confirmed electronic registrations are sent through to the Centre Registrar for numbers to be entered and issues. Ensuring correct data is entered is essential to ensure athletes information is correct.

I am still liaising with Timing Solutions regarding the offline registration login details. Information has been forwarded to all Club Registrars.

**Records and Results Track: Nil**

**Records and Results Field: Nil**

**Development Officer: Nil**

**Championship and Special Events: Nil**

**Arena Manager:** Line marking will occur on the 6<sup>th</sup> October.

**Field Arena Manager: Nil**

**Winter Manager:** Winter season completed

**Equipment manager:**

1. Please find a list of action items from the Busy Bee detailed below and their current status for the Sept monthly meeting. There is one item outstanding (lubrication of the hurdles) and this will be made good just prior to the season commencement.
2. The clean out of the athletics shed is now complete with the 2 x old high jump mats being removed. A letter has been written up for signature and forwarding to the Melville council thanking Chris Curd (Commercial Waste Supervisor) for his great assistance and prompt response to MLAC requests.
3. The new shed lock box and locks have been instigated and I currently hold the spare key.
4. Have not met with the Bentwood team yet to go through the mat setup. Wish to completed this in the next week or two prior.

5. Over the new athletics season I will investigate a wireless PA system and revert once I have required information and quotes.
6. The hurdles will be lubricated just prior to the commencement of the new season.
7. Still no McDonalds tent, do we need to prompt WALA again, and if required I can go and pick up the new tent. Have received new tent from WALA.
8. New brackets fitted for the high jump bars. Brackets are a little lower than previous and have a timber base, which should assist in the prevention of damage to the high jump bars.

**Coaching Coordinator:**

**Officials Co-ordinator:**

**Council Liaison:**

**Canteen Manager :**

**First Aid officer:**

**Communications/Website Officer:**

**Publicity: Nil**

**Uniforms:**

Float \$405.10

Balance \$545.10

Shoes \$140.00 ( monies awaiting collection )

No items sold

No amounts outstanding

\$583 paid and remaining to be paid on pick up for uniforms.

**Seniors:**

**Item # 1: Oval Repairs.** Correspondence reads that Len Shearer is currently under repair after the soccer season and in preparation for the athletics season. Patrons are to avoid areas covered in yellow sand. Soccer teams are not allowed to use areas after 14/09.

**Item # 2: Committee Members/positions.** Catherine Zhoya is now acting chair person for Melville Little Athletics, so is stepping down as Secretary/leader, but will remain senior rep for Little Roar LAC. Seniors sub-committee – Secretary/Leader – Sarah Boxley, Registrar – Sarah Boxley, Coaches files – Ilsa Yates, Promotion/advertising - ??, Website – Roger Parenze, Special Events – Albert Cianfrini, AWA liaison – Roger Parenze,



**Item #3: Facebook.** Sarah/Roger to create a Melville Seniors facebook page and open link through Melville Roar Website. This page will be for content and information only, not for comment.

**Item # 4 : Training Information:** to be put onto the website/facebook page so Roger can redirect enquiries as required.

**Item # 5: Constitution:** Melville Athletics is incorporated with Dept of Sport and Recreation. Need to continue with updating the current constitution. Paul Sims will look at this and develop.

### **Item #6: Coaching:**

Little Athletics Coaching system is under review:

Loss of interest from athletes from 13 – 17 age groups and difficulty in finding coaches.

Proposition 1 – Club training only, U7 – u12 and u13 – u17 (fun and fitness)

Proposition 2 – Clubs: u7 – u12,

Centre: u13 – u17 Fitness and Athletic programme

- Social and “new to athletics”: Little A coaches

- Competitive Athletes to be redirected towards Senior Coaches

Proposition 3 – Centre only, Age group training.

The group of coaches who worked on these proposals will try to push for proposal #2, pending cooperation from Senior Coaches.

Senior Coaches – Roger Hinton (Non AA)/ Ross Keane (middle/long distance), Trevor Straughan(middle/long distance), Tony Natale (Throws), Albert Cianfrini (jumps), Paul Sims (AA pending)/ Roger Perenzee (sprints), Catherine Zhoya (hurdles), Pim Vester (Non AA)(200/400m)

Affiliation required for senior coaches. Accreditation levels 0 and 1 (minimum) and registered with Athletics Australia. Courses available online (level 1 has a small practical component). Provide support to ensure all coaches have these requirements and possibly provide some remuneration for any financial outlay. Provide outline of what to do to get accreditation – simple steps – to be discussed / actioned at next meeting.

Possibly advertise for perspective volunteers on gumtree/fliers.

**Item # 7: WCAL pro race** – Last year WCAL did all the funding/prize money, this time (17 Jan 2015) it is solely the responsibility of the club. Roger will find some sponsorship. This pro race will include a 550m race (straight final). Mark Shaw (Melville Roar Sponsorship Officer) has established contact with WCAL. Roger P and Mark to liaise.

**Item # 8: Fundraising: BBQ** – First strive competition for the year is October 24<sup>th</sup>, one week before All Schools. Available BBQ dates are 11 oct (1st comp), 10 jan (Saturday twilight), 17 jan (pro-race), 14 Feb (centre championship), 21 Feb (centre championship)

To be discussed at next meeting.

### **General Business:**

1. Clubroom at Len Shearer - when will we have to vacate the premises being used as a gym? 19<sup>th</sup> of October
2. Can senior athletes still use it during the season? This is an integral part of their training. Due to limited storage availability during the season, hurdles needs to be moved into the main Club room, so limiting the space available for circuit training inside.

Catherine to ask at next LA meeting.

3. Key code to be limited to Affiliated Melville coaches only.
4. Please email Mark Blackman (Equipment Officer) or Catherine if borrowing any equipment from Melville store.

### **Sponsorship:**

#### **7. OTHER BUSINESS:**

- Report on the WALA AGM by member who attended as scrutineer on behalf of Teresa Blackman: AGM was very desorganised, started 25 min late, Chairman did not attend and his report given on the night, Financial Audit not available, several queries were not answered and/or ignored.

- Acting Chair, Catherine Zhoya, addressed that although she agreed that some parts were desorganised, some other aspects were acceptable.

- Secretary Julie Rees, agreed with member.

**8. DATE OF NEXT MEETING:** Tuesday 7<sup>th</sup> October 2014 to be at 7.00pm at the Melville Little Athletics Club rooms.

**9. MEETING CLOSED:** There being no further business, the meeting closed at 9.22pm.

**ACTION LIST**

<b>5/5/14 - 2</b>	Sponsorship for orange book	Sponsorship officer
<b>5/5/14 - 6</b>	Organise Pro race	Senior Sub Committee
<b>1/7/14 - 2</b>	Update committee members group email contact list - Melway	Website Officer
<b>1/7/14 - 3</b>	Re-install spam filter	Website Officer
<b>1/7/14 - 4</b>	Electricity/water bill ratio with MCFC	Treasurer/Council LO/Chair
<b>5/8/14 - 1</b>	Ask WALA to attend our next meeting re Daniel Woodhouse	Secretary
<b>5/8/14 - 3</b>	Advertise for Officials Coordinator, Development officer	Clubs
<b>5/8/14 - 6</b>	Organise stitches the bear for PMH day and fireman's calendar	Secretary
<b>2/9/14 - 1</b>	Purchase a tear drop banner	Registrar/Winter officer
<b>2/9/14 - 2</b>	Should we sell orange book – ask members	clubs