



Minutes of the LGSHA Board of Management Meeting Sunday 11 March 2018

1. Welcome

Location: Albany Hockey Clubrooms

Present: Robbie Stainton (President/Chair); Andy Wright (Vice President); Courtney Robinson (Treasurer); David Marsh (Membership and Development Director); Damien Stevens (Marketing & Promotions Director); Chloe Westerberg (Programmes Director); Sarah Lowry (Uniforms Coordinator); Marisa Edwards (Records / Permits Officer);, Dinah Gordon (Development Officer), Rob Wright (Mount Barker club delegate); Adam Scott (Coaching Coordinator); Georgie Powis (Tigers club delegate); Jo Stevens (North Albany club delegate); Sharryl Healy (Viking club delegate); Cindy Stainton (minute taker); Dan Smith (member); Simon Whitfort (member)

Apologies: Amy Chadbourne (Secretary); Peter Warren (Facilities Director); Renae Parsons (Manypeaks Club delegate); Deb Ritchie (Mount Barker club delegate).

Opening and Attendance

Quorum present and meeting opened at 09.30 hours by Robbie Stainton.

2. MINUTES OF PREVIOUS MEETING

Resolved that the minutes of the meeting held on 12 February 2018, previously circulated by email, be taken as read and be accepted as a true and accurate record of that meeting.

3. DECLARATION OF INTERESTS

Board members are to consider at the commencement of the meeting if they have a conflict of interest in relation to any of the items on the meeting agenda.

Nil conflict/s of interest declared.

4. BUSINESS ARISING

4.1 Action items reported and updated (Attachment 1)

4.2 Board Directors Reports

The Resident Report, draft Vice President report; Secretary Report; Marketing and promotions Director Report and Facilities Report were tabled and accepted, noting items for discussion or decision are included in the agenda.

4.3 The Development Officer (DO) Report.

Clarification sought on the LGSHA Development Officer providing Ongerup Clinics as this location is outside the association's boundaries. The DO responded that this is part of the KPI's and is within the various funding arrangements of Department of Local Government, Sport and Cultural Industries. The report was accepted.

4.4 Constitution and Strategic Plan Update

Kim Buttfeld is not available to commence until mid-April/May.

Action: Adam will liaise with Kim Buttfeld to set meeting dates. Report back in May 2018.



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4.5 Working with Children Checks (WWC)

The DO reported that team coaches, team managers and board of directors are required to comply with the legislation. The DO currently maintains the register for LGSHA

Resolved that the Development Officer provides WWC compliance report to the Board of Management Meeting.

Resolved that the Development Officer is the Delegated Authority for LGSHA for the:

- LGSHA Representative to certify applicants for WWC; and
- LGSHA Representative to receive notices on the outcome of the WWC application.

Action: Club delegates to forward names of each team coach, team manager and incorporated club's board of directors to the Secretary.

4.6 Operations of A-Grade competition

4.6.1 Dispensation process not yet finalised. Meeting discussed Perth and Narrogin strategies for dispensation. Principle being that a pre-determined number (potentially 7) of players are nominated for A-Grade competition, and other players can move between A & B grade. It was acknowledged that discussion needed to occur with B grade via the club delegate representatives.

Action: Andy to meet with A grade team representatives and club delegates to finalise the 2018 dispensation proposal for the A grade competition for presentation to the April meeting.

4.6.2 Umpiring panel and payment

Simon Whitfort nominated as the Umpire Coordinator

Resolved that Simon Whitfort was accepted into the role of Umpire Coordinator

Resolved that for A-Grade competition there would be:

- one player umpire and one panel umpire
- payment for panel umpire is \$30.00
- penalty for non-attendance of player umpire is to be documented on the score card by the panel umpire. Penalty will be \$50.00 fine and loss of 0.1 of a point, payable before the next game. \$30.00 of the \$50.00 fine will be used to pay the second umpire and \$20.00 will be paid to the LGSHA association.

Action: Marisa Edwards will provide a monthly report to the Board of Management meeting on teams that have not met their umpiring commitments commencing May 2018.

Resolved that for all other grades in the LGSHA

- Rostered team player umpiring will be in place for 2018
- if non-attendance of umpire **documented** on the card and signed by team captains, then penalty of \$50.00 fine and loss of 0.01 point is applied to the non-attending rostered umpiring team.

4.7 Competitions and Fixturing

- Team nominations for each grade



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Final draft A-Grade fixtures developed by the sub-committee and will be mainly played on Saturday, with a couple of Friday nights. Acknowledging the conflicting requests by clubs will mean that not all requests are able to be met.

Action: Chloe to circulate draft A-Grade fixtures to Board of Management members, club delegates and A grade team representatives with feedback to be provided within one week (by 18/03/2018) to Chloe

Fixturing for other grades cannot occur until final team numbers are known for each grade, the sub-committee reported that generally non-A-Grade games will be played on the same days/nights as in 2017. Spencer Park and Mount Barker have provided team numbers by grade.

Action: Vikings, Great Southern Grammar school, North Albany, Tigers, and Manypeaks Club delegates to forward team nominations by grade by **29 March 2018**

- U18 competition

Indicative response by clubs/schools is that a 4 team U18 competition will be in place for women's and men's.

- Carnival nominations

Will be managed by a working group chaired by Adam Scott and includes David Marsh and Dinah Gordon, with advice to be provided back to board meetings of all nominations that have been submitted.

Action: Adam to provide relevant information to the secretary to enable advertising for representative teams on the LGSHA Website and Facebook.

4.8 Kitchen/Bar Facility

- Operations including menu and facility upgrade update.

No feedback from Shire of Albany meeting available to the committee. Budget allocation for Kitchen/Bar upgrade is \$30K, the quote received is within the budget allocation. Members requested inclusion of a barista operated coffee machine in kitchen upgrade. Further discussion and decision held over.

4.9 Scoreboard Project Update

Timeline yet to be provided by Damien. Robbie has confirmed with funders that the project needs to be completed by the end of April 2018. Damien reported that the steel has arrived, welding commenced, and likely completion will be 25/4/2018. Robbie is waiting for a quote for transport and insurance and this is due on Monday, 12/3/2018. Courtney confirmed that \$5K has been allocated in the budget to enable completion of the project.

4.10 Discussion occurred regarding the 2018 Funding Key Performance Indicators with the Department of Local Government, Sport and Cultural Industries, have been distributed to all Board of Directors and club delegates. Members need be familiar with the KPI's we have agreed to in our funding arrangements with DLGS&CI. A reporting mechanism to the Board needs to be established.

Action: Report mechanism to be established at next Board meeting.

4.11 Fencing behind goals

Courtney confirmed that \$5K was allocated within the budget for this work. East end quoted received \$3.5K, which has been previously identified by the Board as a greater risk. Concern by members on the responsibility of the City of Albany as the facility owner Vs the LGSHA.



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Action: Robbie to write to the City of Albany regarding the risk and funding arrangements.

5. FINANCE REPORT

5.1 The Treasurers Report for the period ending 28 February 2018 was tabled and accepted. Invoicing for 2018 sponsorship agreements in progress. Template to assist teams to establish player fees will be circulated shortly.

5.2 Outcome of financial status for Tigers Men's A Grade team: We have received \$4,700 of Tigers fees which is majority of 2017 fees. There is still \$1,418.35 owing.

Action: Robbie Stainton and Courtney Robinson to meet with Tigers delegates to bring a proposed payment resolution back to the next meeting.

6. CORRESPONDENCE

Resolved that the correspondence report tabled was accepted as a true and accurate record.

7. NEW BUSINESS

7.1 Risk Management Plan for Albany hockey turf

Robbie reported that no written advice has yet been received for non-funding in the 2017/2018 by the Department of Local Government, Sport and Cultural Industries budget allocation announced by the Minister online. Members reported issues with the non-watering of turf for booked training, lack of response by ALAC when contacted on arrival at the turf, with loss of training time and with no fee charge adjustment by the City of Albany.

Action: Peter and Robbie to establish a meeting with the City of Albany regarding a risk management plan on how the LGSHA manages the turf given the documented risks identified in the funding submission.

Action: Robbie to send a letter on behalf of the association to regarding issues raised by members on turf watering to the City of Albany.

7.2 Operations of junior competitions

- Registrations progressing well with reasonable uptake. Registration closes on 16/3/2018.

Action: David to Chair and establish working group with Dinah and Chloe to arrange process for alignment of new junior players to teams.

7.3 Resolved that the LGSHA goalie smocks colour be registered as black with white writing.

7.4 Resolved that Viking Hockey Club goalie smock colour be registered as blue, with alternative goalie smock colour being white.

7.5 Noted that Manypeaks Hockey Club teams are predominately black with yellow shirts, black shorts, and yellow socks.

Resolved that the Mt Barker Hockey Club teams uniform colour is registered as red shirts, black shorts and red socks. The alternative playing uniform colour is registered as being black shirts.



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7.6 Canteen Roster – Mt Barker HC - Acknowledged that Mount Barker Hockey Club are fully responsible for the Mount Barker hockey turf, maintenance and associated facility costs.

Resolved that Mount Barker Hockey Club teams **will only** be rostered as part of the canteen roster at Albany Hockey Centre for LGSHA grand final day(s) and any other significant Association days (such as hosting of a premier league fixture or other elite level fixture for example Thundersticks game).

8. NEXT MEETING

Location: Sounness Park Clubrooms, Mount Barker, Monday, 9 April 2018 18.30 – 20.30 hours.

9. MEETING CLOSURE

Meeting closed by Robbie Stainton at 11.34 hours.

Meeting Attachments

Minute item 4.1: Action items	
1	Action table