



## Minutes of the LGSHA Board of Management Meeting Monday 14 May 2018

### 1. Welcome

#### Location: Albany Hockey Clubrooms

**Present:** Robbie Stainton (President/Chair); Andy Wright (Vice President); Amy Chadbourne (Secretary); Peter Warren (Facilities Director); David Marsh (Membership and Development Director); Damien Stevens (Marketing & Promotions Director); Hudson Field (Manypeaks club delegate); Renae Parsons (Manypeaks club delegate); Rob Wright (Mount Barker club delegate); Jo Stevens (North Albany club delegate); Robbie Marshall (proxy for Matt Heberle North Albany club delegate); Lorraine Benson (Spencer Park club delegate); Georgie Powis (Tigers club delegate); Sharryl Healy (Viking club delegate); Doug Osborne (Viking club delegate); Adam Scott (Coaching Coordinator); Sarah Lowry (Uniform Coordinator); Simon Whitfort (Umpiring Coordinator); Marisa Edwards (Permits & Records Officer); Cindy Stainton (minute taker).

**Apologies:** Chloe Westerberg, Courtney Robinson, Deb Richie, Judith Want, Matt Heberle

**Opening and Attendance** Meeting opened at 18.35 hours.

### 2. MINUTES OF PREVIOUS MEETING

**Resolved** that the minutes of the meeting held on 9 April 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.

Conflict of interest declared:

Adam Scott in relation to item 4.4 junior dispensation Great Southern Grammar School. Determined that Adam will not vote on this matter.

Damien Stephens in relation to item 4.4 junior dispensation Great Southern Grammar School. Determined that Damien will not vote on this matter.

**Nil other Board Members declared a conflict of interest.**

### 4. BUSINESS ARISING

4.1 Action items from previous meeting (attachment 1)

4.2 Reports –

- Board Directors Reports tabled and accepted.
- Development Officer Report. Report sent on 14 May 2018 and not available for circulation. Report read and tabled by the president.

**Action:** Amy to confirm with DO that training bookings have been adjusted to changes in fixtures

**Resolved** that 5/6 LGSHA children not selected for the Bunbury Junior Carnival competition can play with the Ongerup team



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- Working with Children Checks (Development Officer Dinah Gordon) President expressed concern on the absence of WWC compliance report as legislative requirement for the Board of Management.

**Action:** David to follow up with DO ASAP to progress compliance report out of session.

- Match Cards & Report (Marisa Edwards)
  - Tiger Player Payments monitoring: Treasurer will advise Marisa and team contacts of those players not financial following the due date. If teams play an ineligible player, then the bylaws covering playing an ineligible player will be applied.
  - Missed umpiring duties. The match card is the record for missed umpiring duties. If documented on the match card that the allocated umpire or umpires did not officiate the game, then the a \$50 fine plus the loss of 0.1 of one point will be applied to the teams for each umpire that did not perform their required duty.
  - Registration cut off – discussion in relation to teams loading their results each week via the LGSHA fixtures and results section on the website. This would commence for games commencing from the week of 11/06/2018. This would also mean that all players must be registered for each grade in the LGSHA competitions they play in.

**Resolved** by the Board that players need to be registered by 11/6/2018 (extension provided to accommodate new online registration process), any player not registered and plays in a LGSHA fixture from this date will be deemed an ineligible player and the bylaws will then be applied.

### 4.3 Constitution and Strategic Plan Update (Adam Scott)

Preparation of first draft of constitution with the sub-committee (Robbie, Amy, Adam and Andy), with progress according to the attached plan and timeline. Expecting draft to be presented at the next Board meeting.

### 4.4 Competitions and Fixturing

- Core 7 Seniors Dispensation process (attachment 7) (Andy Wright).

**Resolved** that the Core 7 Dispensation process will apply for the 2018 season.

**Action:** Amy to post the Core 7 Dispensation process online.

- 5/6 Competition guidelines for minimum of three girls on the ground at any given time (David Marsh)

Meeting held with coaches for year 5/6 teams. Seven coaches present and all present in agreement to maintain a minimum of 3 girls on the field at any given time. If large goal gap emerges coaches are to manage teams proactively to maximise participation of all, this may include but is not limited to strategies such as: moving players to full back.

**Action:** David Marsh to monitor scores of games and where score blow outs occur, will contact the coach of the team to reinforce the spirit of the game ethos that coaches agreed to adopt for this grade.



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- Junior Dispensation Requests
- Vikings Year 9 girls to play in 7/8 girls (attachment 8) (Sarah Lowry)  
Permits Committee: **approved**  
**Resolved** that the Board approve the permits committee recommendation of approving dispensation request, with monitoring. Reported that monitoring to date has not identified any issues.
- Grammar U18 Boys (attachment 9) (Adam Scott)  
Permits Committee: **not approved**  
**Resolved** (9:6) that the Board approve the permit committee's recommendation of **not approving the dispensation request**.
- Senior – Players from other associations playing in LGSHA competition ad hoc (Amy Chadbourne)  
**Resolved** that players must be registered with LGSHA prior to playing as outlined in LGSHA Bylaw 7. A team will be considered to have played an illegible player if they do not satisfy this requirement. Noted that the Bylaw Clearances 12(a) and (b) for a player transferring remains in place. Eligibility for finals remains in place. It is recommended that players from other associations should advise their association or team that they will be playing in the LGSHA competition on a given weekend or date.
- Demonstration of entering of game results into HWA database by teams (Marisa Edwards)
  - Aim that each team will be responsible for entering game results.
  - Team contacts will be provided with standard login details
  - Marisa will roll out training and training notes and teams/clubs can contact Marisa for training on entering information.
  - Teams will have 48 hours to enter information.
  - **Go live date: Games commencing on/from 11/6/2018**
- Turf suitable playing condition rules (Robbie Stainton) held over until June meeting due to time constraints.
- Country Week nominations Men's and Women's (Robbie Stainton)  
**Resolved** that LGSHA will nominate one Men's and one Women's team for Country Week. The association will pay the nomination fee upfront and the teams will refund the association the registration fee.

### 4.5 Scoreboard Project

- Acquittal completed, with minor amendments requested for completion. Siren was not installed, and this has since been sent. Software upload yet to occur. Aiming to have function scoreboard for Saturday. Electrician has requested signage on the tower and will donate time. Accepted by the Board.
- Unveiling of scoreboard (Amy Chadbourne)  
Development Commission do not have any specific requirements. Adam requested that Hockey WA Rob Mora be invited to any media event.  
**Action:** Amy to arrange date for unveiling, with media invitation.



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### 4.6 Umpiring (Simon Whitfort)

- Umpiring roster arrangements now posted on the internet. Thanks to Robbie for putting the roster into the format that is now posted online as it has saved a lot of time sifting through all grades to find umpiring duties for team managers.
- **Junior Umpires**

There are currently seven older junior umpires umpiring in the 9/10 competition alongside B grade umpires and seven junior umpires umpiring in the 3/4 and 5/6 competitions with mentors and helpers.

#### **Concept of Mentoring Program for Junior Umpires**

Each senior team is to nominate a person with umpiring capability to participate on a roster system to help support our young umpires – maximum of three mentors for the year.

Role of the Umpire Mentor is to:

- Run with the junior umpire to help them make the correct decision but allowing the junior umpire to blow the whistle and make the calls.
  - Assist the junior umpire to be in the correct position on the field for the best view of the flow of play
  - Encourage the junior umpire to help build up their confidence.
  - Last resort mentor umpires the game if no junior turns up.
- **Senior Umpires**

There was some confusion in the first week after the first 2 weeks roster was put online and emailed out to club delegates as the information was not passed on through all team managers, but so far this has run well. Simon advised that he had contacted all teams where possible and while the notification time for some teams was relatively short, all teams had sufficient notice to be able to fulfil their umpiring requirements for these rounds of fixtures.

- Umpiring Clinics
  - Coaching Clinics (level 1) (Dinah Gordon) – held over until next meeting.

### 4.7 Mike Stidwell Medal nomination by LGSHA was Damien Stevens.

The successful nomination will be announced at the National Volunteers Sundowner at the Albany Entertainment Centre on 22/5/2018.

### 4.8 Facilities

- Kitchen design. Budget allocation of \$30K for kitchen upgrade. Working group established with Peter, Damien and Cheryl to work up design and ensure is compliant with the current Health Act requirements.

**Resolved** to progress the upgrade of the kitchen.

- Nets
  - Existing nets have been restrung.
  - Proposed that nets are put in place to protect the new scoreboard, approximately 30 meters. Estimated to be \$2K ((\$1250 for nets, plus poles, concrete etc).



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- Resolved to accept the proposal for nets to protect the scoreboard
- Eastern nets (footpath), advised that Council have agreed to install.
  - Western nets (playground) under consideration with Council, no decision yet advised.
- Sewage overflow issue
    - Float switch not working, pumps require servicing every 12 months and tank may not be large enough. Damien advised that his understanding is that the sewage tanks are part of the LGSHA lease arrangement.
- Action:** Peter and David to determine action and costing to resolve in short-term, with longer term solution if needed.
- Action:** Peter Warren to contact ALAC to seek clarification on who is responsible, the City of Albany or the LGSHA.

### 5. FINANCE REPORT

5.1 The Treasurers Report for the period ending 30 April 2018 is tabled and accepted (attachment 10 &11)

#### 5.2 Financial status for Tigers Men's A Grade team

- Noted by Board that letters sent. Nil payment received at time of reporting (9/5/2018). Players need to make payment by the **4<sup>th</sup> playing date**.

5.3 **Sponsor night** proposed to be 30th June 2018 as this is the only date where all A grade games are played in Albany.

**Resolved** that Courtney progress sponsor night for the proposed date.

5.4 **Game Fees** – Treasurer thanks all Board Members and Club Delegates for their feedback and for their responses for game fees (attachment 12)

#### 5.5 Financial status for all teams

**Resolved** that club delegates to note that **50% of the team fee is due by 18<sup>th</sup> May 2018**, and the remaining 50% of the team fee due by 1 August 2018. Sanctions as outlined in Bylaw 9 (d) will apply for teams that do not make the team fee payment in full as described by the first and second date.

5.6 Seeking decision from the Board.

- **Resolved** that \$250 K for the replacement value of the building is sufficient for renewal of the WFI insurance policy.  
**Action:** Damien Stevens and Peter Warren to review the building replacement value and advise if amendment other policy is required.
- **Resolved** that insurance is sought for the scoreboard for 50K - Basic peril cover (fire, malicious damage, vandalism, impact, lightning, wind, storm & tempest, explosion) for an additional \$148 per year.
- **Resolved** that the additional cover for electronic damage (ie power surge) of \$1920-00 for 12 months is not necessary.  
**Action:** Damien or Peter to follow up to ensure surge protection is within the electrical works for the new scoreboard.



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**6. CORESPONDENCE**

Resolved that the correspondence report 4<sup>th</sup> April 2018 – 9<sup>th</sup> May 2018 (attachment 13), be taken as read and be accepted as a true and accurate record.

**7. NEW BUSINESS**

7.1 Tribunal Recommendations 2nd October 2017 for the Board to consider:

7.1.1 Security guards be considered by the Board for future events of this size – item held over for the next meeting.

7.1.2 The Board write to hockey clubs at the start of the 2018 season (March) highlighting the Players and Spectators Codes of Conduct and the Association's expectations of both players and spectators when attending the Albany Hockey Turf.

**Action:**

Amy to send communication with code of conduct to team managers and coaches.

Amy to post the Code of Conduct in the LGSHA Albany Club Rooms

7.2 Planning for end of year wind-up – held over until next meeting

7.3 Junior Hockey – Competition Structure in relation to the various grades played. (Simon) – held over until next meeting.

7.4 Narrogin Carnival 14 July 2018 (Rob Wright)- noted that LGSHA fixturing in place for 3/4 and 5/6 competitions which may restrict participation in this carnival. Fixturing committee aware of this, however it would limit the season and no other alternative for fixturing was available.

**Action:** Amy to contact the coaches of the 3/4 and 5/6 competitions and asked if they wish the fixtures to be played or the entire round to be cancelled.

**8. NEXT MEETING**

**Location Albany Hockey Clubrooms:** Monday, 11 June 2018 18.30 – 20.30 hours.

**9. MEETING CLOSURE**

Meeting closed at 20.40 hours




President LGSHA – Robbie Stainton

11/06/2018

Date Accepted



## Meeting Attachments

Minutes items		
4.1	Action table	 20180514 Minuted item 4.1_ Action Table
4.2	Development Officer Report late agenda item: tabled and read at meeting	 <b>1805 Development Officer Report.pdf</b>
4.4	Seniors Blanket Dispensation Process 2018 Proposal Updated from April LGSHA Meeting	 180409 Core-7 proposal.docx