



**Lower Great Southern Hockey Association Inc  
Board of Management Meeting  
Monday 10 April 2017 at 6.30pm  
MINUTES**

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**1. WELCOME**

Geoff opened the meeting at 6.35pm.

**2. RECORD OF ATTENDANCE/APOLOGIES**

Attendance

Amy Chadbourne, Geoff Sandilands, Josh Wesson, Chloe Westerberg, Dan Smith, Damien Stevens, Jo Stevens, Sarah Lowry, Jude Want, Robbie Stainton, Rob Wright, Hudson Field and Byson Attrill

Apologies

Richard Doak, Adam Scott, Dinah Gordon, Daniel Baker and Marisa Edwards

**3. MINUTES OF PREVIOUS MEETING – 13 March 2017**

**Moved Jo Stevens, Seconded Rob Wright;**

**That the minutes of the Meeting held on 13 March 2017 as circulated, be taken as read and be accepted as a true and accurate record.**

**CARRIED (13/0)**

**4. BUSINESS ARISING**

See Action Table

**5. CORRESPONDENCE**

**Moved Rob Wright, Seconded Sarah Lowry;**

**That the correspondence report as circulated, be taken as read and be accepted as a true and accurate record.**

**CARRIED (13/0)**

**6. FINANCE REPORT**

**Moved Rob Wright, Seconded Damien Stevens;**

**That approval is given to the finance director for accounts to be paid and that the Finance Director's report is accepted**

**CARRIED (13)**

**Bank Signatories**

Robbie discussed the need for Geoff as the new President, to be a signatory on the Association's bank accounts.

**Moved Robbie Stainton, Seconded Amy Chadbourne;**

**That Geoffrey Sandilands - President - be included as a signatory for the Lower Great Southern Hockey Association Inc bank accounts and that as stated in the Association's Constitution at 8(c)(iii) two Board Members are to sign on all payments whether it be by cheque or via online banking.**

**The Lower Great Southern Hockey Association Inc holds the following bank accounts:**

**Albany Community Bank (Bendigo Bank Ltd) - account no: 155203409**

**Westpac Bank - account no: 29-6487**

**NAB - account no: 04-775-8724**

**CARRIED**

### **Membership Fees**

Robbie advised the meeting that there was \$5,235.00 still owing in fees from the 2016 season as follows:

Spencer Park Men's B Grade - \$3,740.00

Spencer Park Vets B Grade - \$154.00

Tigers Men's A Grade - \$1,341.00

\$5,000.00 in junior fees are also owed. The Breakers were listed as owing money and Kidsport vouchers were still to be fully reconciled.

The Constitution and By Laws were looked at and the meeting agreed that if teams didn't pay their fees for the year they could still play the following season. The best way to ensure fees were paid was during the season and follow ups need to be done to ensure teams have paid before the season finishes.

***Action: Robbie to have the reconciliation of Kidsport Vouchers for 2016 completed for the May meeting.***

## **7. BOARD MEMBER REPORTS**

### **7.1 President – see attached report**

#### **Feasibility study – letter of support – see attached letter**

Geoff discussed the letter he had sent to COA saying the LGSHA wanted to be part of the feasibility study that was proposed for a regional tennis centre in Albany. Hockey had been asked to be part of it but not enough time had been provided for the Association to look at in depth. Geoff highlighted that the Committee of the Association in 2012 had sent letters to the COA asking for consideration for future planning for hockey facilities, however, this had yet to happen.

#### **Decision on indoor carnival booking for 2018**

The meeting discussed the future of the indoor hockey carnival held annually on the March Long Weekend. It was cancelled this year due to lack of interest from teams and people within the LGSHA to organise it. COA have advised they have a sporting group wanting to book ALAC for that long weekend for the next three years. After much discussion it was agreed that the Association would allow the other organisation to have the booking for the following reasons:

- Minimal interest in the carnival this year;
- Indoor carnivals are becoming a thing of the past;
- It is hard to find people within the Association to organise the event; and
- The event hasn't been financially good for the organisation over the last few years.

#### **Moved Amy Chadbourne, Seconded Sarah Lowry**

**That the Association not rebook ALAC for the Indoor Carnival for 2018 and that the event be reconsidered for 2019 if the option to book ALAC for the March Long Weekend becomes available.**

**CARRIED (12 for / 1 against)**

### **Decision to support bar manager course and joining Clubs WA**

As per the Constitution, Geoff advised the meeting of the decision made by three board members (Geoff, Amy and Richard) to join Clubs WA for full membership for a year.

He also advised of the decision for Amanda Sykes to complete the Approved Bar Managers Course and John Palfrey when he was able. The Association would cover the cost of the course.

### **Fixtures Sub Committee**

**Moved Robbie Stainton, Seconded Jude Want;**

**That Chloe Westerberg, Daniel Smith and Rebecca Gallimore form the Fixtures Sub-Committee and their recommendations for the 2017 hockey season be accepted**

**CARRIED (13/0)**

The Fixtures Committee presented the draft fixtures for 2017 which had already been looked at by Board Members. Many changes were suggested. The finals were discussed and preference was given to having all grades play grand finals over two days and make it a special event.

**Moved Rob Wright, Seconded Sarah Lowry;**

**The Fixtures Committee draft fixtures to schedule the grand finals over the weekend of 16 September 2017.**

**CARRIED (13/0)**

The venue for the grand finals was discussed and it was agreed they would all be held in Albany. Any preliminary finals would be held at the respective club's home turf, however, all grand finals are to be held in Albany.

Chloe advised she would be putting up the fixtures on IMG as soon as possible and would be getting some help from Angela Poulish.

***Action: Once the fixtures were finalised Chloe to send to Amy to forward on to all delegates.***

Damien Stevens asked that it be noted that he was unhappy with the A grade fixtures and their effect on the U18 fixtures. He believed that a number of U18 kids had been lost from the competition as they had chosen to play A grade rather than two fixtures on a Friday evening. He stated parents didn't want their kids to sometimes have to play two games on a Friday night or play at two different venues.

Geoff argued the Fixtures Committee had tried to accommodate fixturing for kids in A Grade and U18 and asked for the players names so the fixtures could be looked at again. Names were not provided.

### **Nominations and Club Structure – how to improve for 2018**

Geoff asked that Board Members and delegates think about the structure of the competition for 2018 with discussion to start at the next meeting in May. He pointed out that fixturing and allocating teams had not been straight forward for this or any other season. Junior teams in particular were hard to determine and it was also to make sure players were not left out.

Dan suggested an independent facilitator come to the Association and look at the process of registrations, team allocation and club structure before the 2018 season. He had seen it happen in another sporting league and it had improved the structure.

**Action: 'Nominations and Club Structure' be kept on the 2017 Agenda for discussion.**

#### **Non-Financial Team**

As discussed previously in the Finance Director's report, a number of teams had still not paid fees for the 2016 year – Breakers and Spencer Park Men's B having not paid any fees and both Spencer Park Vets and Tigers Men's A owing money. The Constitution states at Section 9 – Fees, Levies and Fines (a):

*'All teams shall pay a fee for each competition entered and be fully financial by a date and time to be set by the Committee for each competition.'*

*'For outdoor hockey, at least fifty per cent (50%) of the annual fee shall be paid by midnight on the third playing date.'*

**Action: Robbie to try to recoup the fees owed to the Association from the 2016 season from Spencer Park Men's B, Breakers and Tigers Men's A teams.**

#### **7.2 Vice President**

Vice President an apology for the meeting and no report provided.

#### **7.3 Membership and Development Director**

Jude advised she hadn't received any information on junior registrations and team allocations.

**Action: Amy to send Jude a copy of the Junior and Senior Registration lists and the junior team allocations from the junior team meeting of 16 March 2017.**

Jude also advised that it was difficult for her to take turf bookings whilst at work. The DO used to take bookings but it was reassigned to Jude whilst the Association was looking to fill the position.

**Moved Jude Want, Seconded Amy Chadbourne;**

**That Dinah Gordon as DO, take on the turf bookings as part of her role.**

**CARRIED (13/0)**

#### **7.4 Development Officer – see attached report**

The meeting noted Dinah's report

**Action: Sarah to ask her daughter Tamara and Damien to ask his son Brett to help with the Hin2H programme and to confirm with Dinah.**

#### **7.5 Coaches Coordinator - see attached report**

The meeting noted Adam's report and his request for selectors to help choose junior players for the Bunbury and Perth championships. The following names were put forward:

Geoff Sandilands

Emma Sandilands

Jo Stevens

Damien Stevens

Hudson Field

**Action: Amy to send email to clubs to ask for names for the two selection trials on 7 and 14 May. For consistency, selectors need to be available for both dates.**

#### **7.6 Programmes Director**

**Fixturing – see email from Sunday 9 April 2017**

Fixtures were discussed earlier in the meeting in the President's Report.

**7.7 Records/Permits Officer**

**System for getting game results to Marisa**

Mount Barker currently text the results to Marisa. A photo is taken of the scorecard. Other results to be placed in the box at the Albany Clubrooms following past practice.

**System for getting results to newspaper**

Marisa to send the results to the newspapers for the Thursday edition.

**System for getting media/info to newspaper**

Damien advised Denise Trotter would be the Association's representative to get information/publicity to the newspapers. All information to be sent to Denise Trotter – email - [deandenise@perillup.com](mailto:deandenise@perillup.com)

**Action: Damien to discuss communication with the media with both Marisa and Denise to determine a system that will ensure results are in on time.**

**7.8 Marketing and Promotions Director**

Damien's report was noted.

**System for getting media/info to newspaper**

As above. Information to be provided to Denise.

**Moved Damien Stevens, Seconded Byson Attrill;**

**That any information or publicity regarding hockey within the Lower Great Southern Region be forwarded to Denise Trotter.**

**CARRIED (13/0)**

Damien advised he was trying to establish a regular radio spot with ABC 720 every Monday morning at 6.30am.

He also advised he expected to have a decision on the sponsorship for the scoreboard by this Thursday 13 April.

**7.9 Facilities Director**

Richard's report was noted.

**Moved Rob Wright, Seconded Sarah Lowry;**

**That Richard Doak, Facilities Director be authorised to organise payment for repair and maintenance up to \$750.00 before a Board decision was required. These items to be noted in Richard's monthly report.**

**CARRIED (13/0)**

This decision is intended to make Richard's job easier and quicker.

**Repair of broken windows**

The quote from Crystal Glass to repair the three broken windows was approved.

**Action: Amy to contact Crystal Glass to let them know they have the go ahead to repair the broken windows.**

**Scoreboard**

The upgrade of the current scoreboard was discussed. A grant from the GSDC for \$10,730.00 had been successful in December 2016. The

successful funding was for a scoreboard that was approved by the Board at the time in 2015 following research and costing by Ellen Milne who was Facilities Director at the time.

Damien and Richard visited the Narrogin hockey turf recently and Damien put to the meeting other types of scoreboard that are available- \$8,000, \$16,000 and \$26,000 (see attachment for pictures). Damien highlighted the capabilities of the different versions and indicated he preferred the \$26,000.00 version. This version would be a similar size to the existing scoreboard but would offer digital capabilities, wifi and a video screen with sound.

The meeting was advised that a decision needs to be made in order for information to be provided to the GSDC so a grant agreement can be written up. This needs to be completed ASAP so the funding is not lost.

Damien spoke to the meeting and made the following points:

- Believed he could get \$16,000 from sponsors to make up the shortfall of the \$26,000 scoreboard;
- Could get \$5,000.00 from other sponsors for the turf fence;
- Would see advertising on the new scoreboard at \$500 - \$600 per year for each ad;
- Housing would be needed for the \$26,000 scoreboard for protection and for maintenance; and
- Claims materials have been donated to build the housing for the scoreboard.

The following questions were asked of Damien:

- What does the scoreboard cost to run?
- What are the costs to have the scoreboard delivered and installed - including the housing that needs to go around it;
- Have the necessary approvals been obtained from the COA?
- Who will repair the scoreboard? Is there someone in Albany who will be able to do so?
- Where will the parts for the scoreboard come from? Are they available in WA?
- Are speakers extra items or are they part of the scoreboard?
- Software updates - is that included in the initial cost?
- Who will programme the scoreboard and will we need a laptop?
- How does the camera work?

Not all questions were able to be answered and it was moved as follows:

**Moved Robbie Stainton, Seconded Jude Want;**

**In principle agreement be given by the Association for the current scoreboard to be upgraded to the \$26,000.00 model. This agreement is subject to sponsorship to the value of \$16,000.00 being obtained from a major sponsor (still to be confirmed) approvals being obtained from the City of Albany and Damien Stevens to come back to the May meeting with full costs of the running, maintenance, purchase and installation of the scoreboard at the Albany Hockey Turf. Also the details of the major sponsor to be confirmed at this meeting, if not prior.**

**CARRIED (11 for / 1 against / 1 abstained)**

**Timekeepers hut quote**

Richard was asked to obtain a quote and if less than \$750.00 and he was happy with it to go ahead and to have the window installed. If the quote was over \$750.00, it needed to come back to the meeting.

### **Rubbish removal**

The meeting agreed Richard should go ahead with Rodney Vlahov's price for rubbish removal.

### **Sewage pump for tanks – to be looked at (GS Carnival)**

The meeting agreed Richard should go ahead with servicing the sewage pump tanks particularly with the GS carnival coming up in July.

Other items discussed:

- The grass field to be marked out by COA and the goals to be left out but the nets to be taken off.

**Action: Jude to organise the marking of the grass hockey field with Brett Wolfe from the COA.**

- Damien suggested that when he installs the verandah roof he replace some of the current sections with Perspex and the sheets removed from there go on the new section. He said the sheets of Perspex should cost about \$25.00 each. The meeting agreed Damien should go ahead with this option.

### **7.10 Umpire Coordinator**

Glenn presented his report.

A grade teams had advised they wanted a panel of umpires for the 2017 season. These umpires need to be paid and it was agreed that the A grade teams would pay, not the Association. An allowance would need to be made by teams for this in their fee structure. The meeting agreed that \$30.00 per game per umpire was the fee and that it be organised by the teams on the night of play.

It was also proposed that the two best umpires from each A grade team be invited to join an umpiring panel.

**Action: Geoff to send contact list for A grade teams to Glenn Keymer so he could invite A Grade teams to provide the names of their two best umpires to join a panel.**

Glenn advised he was organising a panel of mainly gap year students to umpire the 9/10 grades. These umpires are to be paid and the intent is to provide the umpires with experience for when they move to Perth next year and wanted to umpire there. The Association would pay this panel.

A junior umpires panel would be established this year and Glenn was looking for mentors. He said he would be able to mentor the gap year panel but that he was hoping to get others for the juniors - possibly Doug Cole and Ron Hodgkinson.

The umpiring roster would be published with the fixtures.

### **7.11 Uniforms Coordinator**

Sarah advised the old uniforms had been posted to the Philippines for use by teams needing them there.

### **7.12 High Performance Liaison**

No report.

## **8. Club Delegate Reports**

### **8.1 Mount Barker Hockey Club**

No report.

## **8.2 Manypeaks Hockey Club**

No report.

## **8.3 Spencer Park Hockey Club**

No report.

## **8.4 Tigers Hockey Club**

No report.

## **8.5 North Albany Hockey Club**

No report.

## **8.6 Vikings Hockey Club**

No report.

# **9. GENERAL BUSINESS**

## **9.1 Great Southern Carnival – Friday 7 to Sunday 9 July 2017 – see attached report and DRAFT budget**

Amy advised a group was busy preparing for the GS Carnival. Currently it was a small group made up of Tanya McLennan, Sharryl Healy, Rodney Light and Amy and more help was now needed with the organisation. Daniel Baker had advised he could help so it was suggested he take on the application for the liquor licence.

Denise Trotter would be the media liaison and Geoff, Chloe and Jude could help with fixturing.

Ellen Milne was helping out with sponsorship and would communicate with Damien to ensure there was no double up with Carnival versus Association sponsorship.

A flyer had been designed and was going to be sent out to members and contacts.

## **9.2 Summer Competition – update**

To be discussed at the May meeting.

## **9.3 Liquor licence**

Amy advised of the progress with the liquor licence. Necessary approvals had been obtained from the COA and Clubs WA was to be approached to help with the application.

## **9.4 U18 girls team - 4 ATM - is there one more?**

Board members were not aware of a fifth U18 girls team. Amy had received a query from a parent asking about another team.

***Action: Amy to forward queries re junior teams to Jude to respond to in her role as Membership and Development.***

# **10. NEXT MEETING**

Monday 8 May 2017 at 6.30pm (2<sup>nd</sup> Monday of the month)

# **11. MEETING CLOSURE**

Geoff closed the meeting at 9.35pm.