



MANNING VALLEY HOCKEY ASSOCIATION INC.
BOARD OF MANAGEMENT MEETING – Tuesday, 21st February
2017

Venue: Taree Hockey Centre Club House

Time: 6:00 PM

Item

- a. Present:** Deb Monck, Lyn Turner, Doug Davidson, Shane Green John Surtees, Bronny Fuller, Dylan Turner and Michelle Collier
- b. Apologies:** Dominic Tags and Adam Birkefeld
- c. Visitors:** Richard Johnson Association Honorary Solicitor
- d. Declaration of Conflicts of Interest**
Nil

Business

1. Just Hockey Sponsorship Proposal

The meeting was pleased to have Richard Johnson association honorary solicitor at the meeting to give legal advice regarding the proposed sponsorship contract from “Justhockey”

Richard raised several issues regarding the contract

- a.** He felt that it was a bonus to the association to have Justhockey's sponsorship
- b.** just hockey have exclusive use of the pro shop.
- c.** When the contracts are signed he suggests send a copy to hockey New South Wales and mid coast Council marked for your attention regards.
- d.** If purchasing merchandise with the Association give them the option to quote.
- e.** Request them to provide a copy of their insurance certificate of currency.
- f.** Suggest that payment be made to the Association 30 days after the receipt of their invoice.
- g.** He suggests calling Grafton hockey Association and Lismore hockey Association to see if it is working satisfactorily.

Motion: “Manning Valley hockey Association except just hockey’s proposal for sponsorship and request that they provide a sign advertising their opening hours”.

Moved: Lynne Turner

Seconded: Dylan Turner
Carried

2. Minutes of the January board of management meeting

Move: John Surtees

Seconded: Bronny Fuller

Carried

3. Correspondence : as tabled

4. NSW Affiliation and MVHA Board Roles for MVHA Board Members

Position	Role
President Deb	<i>The President will receive all President Updates, CEO Updates, Hockey NSW Bulletins, Regional Coaching Coordinator Feedback and important announcements.</i>
Secretary John	<i>The Secretary is the main point of contact for all departments of Hockey NSW and the community. They will receive all President Updates, CEO Updates, Bulletins and important announcements and will be listed on the Hockey NSW website. At least one postal address is required for the Association so please ensure it is an accessible, frequently checked</i>

	<i>address.</i>
Treasurer Doug	<i>The Treasurer will directly receive invoices and finance related enquiries from Hockey NSW Finance Department</i>
Officials Coordinator Adam Birkefeld Umpires Director	<i>The Officials Coordinator will receive information regarding umpire programs, resources and activities including HockeyEd etc.</i>
Representative Coordinator Deb/John (with help from Craig Colvin)	<i>The Representative Coordinator will directly receive information and enquires in regards to State Championships from the Hockey NSW Competitions Department.</i>
Registrar Deb/Doug	<i>The Registrar is the contact person regarding the registration of members in the revolutioniseSPORT console</i>
Junior Development Coordinators: Elite coaching plus player retention 13-18 young age group -Dylan; <13 retention plus WWC and Match Committee Reports-Dom.	<i>The Junior Development Coordinator is actively engaged in promoting hockey programs, recruitment, and development in your area. They are also the main contact for your Regional Coaching Coordinator as well as receive the Regional Coaching Coordinator Feedback</i>
Member Protection Officer and WHS including fields, players, clubhouse and defibrillator. Bronny	<i>The Member Protection Officer will be provided updates on Member Protection Policy.</i>
Social Media/ Communications Coordinator: John and Deb to contact Geoff Pensini to see if he would be interested	<i>The Social Media/Communications Coordinator should be actively updating the Association's website and social media channels</i> <i>Addendum: -email sent 22/2/17 – no reply to date (26/2/17)</i>
Primary contact for revolutioniseSPORT Deb	<i>They will receive updates on the system and will be Hockey NSW's main contact in regards to the system</i>
Mens Masters Coordinator Phil Collier (not BOM)	<i>Is the main point of contact for the Hockey NSW Mens Masters Committee</i>
Womens Masters Coordinator Julie Collier (not BOM)	<i>Is the main point of contact for the Hockey NSW Womens Masters Committee</i>
Clubhouse Director - LT	<i>Ensure the stock of the clubhouse; rosters of clubs for Duties; Liquor Licence and Fair Trading; John there are a multitude of Duties LT does can you please add</i>
Turf Director - Shane	<i>Maintain turf surfaces and surrounds; Organise cleaning of turfs; Roster turf access as required.</i>
Senior Reports - Michelle	<i>Receive the reports from the Men's and Women's Match Committees and submit reports</i>
Judiciary - Deb	<i>Organise Judiciary and Investigative Committee Hearings as required</i>

5. Treasurers Report: Doug

- Business Arising

Moved : Doug Davidson

Seconded:

Dylan Turner

carried

the Treasurer to send an account to Wingham hockey club for their Nortec Sign \$340.00

the Treasurer informed the meeting there were 301 pairs of socks

6. Club House Director: LT

Keys have been cut for the new lights and handed out to all Club's at the Secretaries and President's Meeting. Noted that one of the master keys the black plastic casing came off the key and Dylan was not able to remove the key. Peter Cubbin called fixed same Monday morning.

Liquor Licence for 2017 lodged commencing on the 18th March 2017.

Pest Control booked for the 22nd February and Peter will let them in.

A12 and A6 forms sent off to Department of Fair Trading.

- Business arising:
- Move as accepted: LT

Seconded: Bronny Fuller

7. Turf Director: Shane

Old light keys don't work. Lynne Turner to distribute new keys for lights and scoreboard. Clubs can cut more keys at their own expense. Important to note: The new keys **do not turn**. Inserting the key into the hole unlocks the light switch and removal locks. Hence key in, turn light switch on, key out – lights will be locked on. Repeat procedure to turn off.

Defibrillator - clubs to be informed that the Association suggests that the defibrillator be unlocked but left shut when playing or training. Do not open the cover unless defibrillator required as the alarm will be activated. The toilet key unlocks lock.

There was a clash of turf bookings between Newcastle Tigers hockey club and the come and try hockey day. Newcastle had booked the turf on the fourth and fifth of March. Tigers hockey club be informed that we are sorry there was lack of communication and offer them the opportunity to train outside the hours 3:30 PM to 7 PM on the Saturday. Shane green to contact them.

Registration days – clubs not to be charged for the hire of the terms of these days

Turf cleaning – sports clean quote indicated a 5% discount for both fields. The Association also has been given a quote from Turf clean for 2008 ??

Turf training – for 2017 stay with the turf training times as 2016

Moved: Shane Green

Seconded: Bronny Fuller

8. Umpire Director: Adam

No report- carried over - apology

9. Junior Director: Tag –Junior Match Committee Report; Monitoring/recording WWC/ Minkey 7-11's. Deb to discuss with Tags

Junior playing days

Gala day is from 9 am to 3pm on Wed 1st March and Fri 3rd March

Come and try hockey run by MVHA Board: 2 dates

Deb to liaise with LT and Doug re number of kids for sausages and bottles of water orders

~~Friday the 6th March the RCC will use his players to help Dylan~~

Saturday for the March 4th March 3 to 7 PM: person in charge Deb and Michelle

we will need witches hats, bibs, barbecue (Shane Green) music(Dylan) ice Shane and tags water provided by Saxby's

Doug to give Deb help

Friday the 10th March the RCC will use his players to help Dylan provide skills for kids attending.

Need to provide witches hats, bids, barbecue (Shane Green) music(Dylan) Ice Shane and tags water provided by Saxby's.

Deb and Michelle will be away on Fri 10th March

10. Allocation of Director's Responsibilities Sort of merged these together with NSW bits – can keep separate still or just merge these bits in the table in section 4- your choice.

- **Junior Development Coordinator: Dylan** - Participation/Recruitment; RCC Reports/feedback; Junior Championships
Dylan to organise meeting with junior members to get their views on structure of Junior Hockey. May get juniors interested in helping to conduct competition. Dylan to let the board members know more.
- **WH&S and Member Protection Officer: Bronny** – Fields/ Players/ Clubhouse/Defibrillator
Print off Risk Assessment Forms
- **Senior Reports: Shelly** – Men and Women's Match Committee reports

- **Publicity: Deb**
Deb to contact Geoff Pensini to see if he is interested.
- **Judiciary: Deb**

- **Association Registrar: Doug/ Deb** contact person regarding the registration of members in revolutionise sport site
- **Representative Coordinator: Deb/ John** – get info and forward to the appropriate people (if they don't already get it)
 - Masters Women: Julie Collier
 - Masters Men: Phil Collier (Pres-Masters)
 - Juniors: Dylan
 - Open Womens ?
 - Open Mens ?
- **Carnival Committee:** Association Wide – rep from every club. Chaired by Board Member
Only one championship this year – U15 boys 23-25th June
Carnival Committee to meet 22nd April 2017 at 12 pm at clubhouse. Chaired by Bronny.

11. General Business:

- 1.** under 13 boys representative coach nomination – Timothy Lestrangle

Timothy meets the representative coach criteria for MVHA.

Moved: Bronny Fuller seconded: Dylan Turner
carried

- 2. National primary games**

Held at Bathurst next weekend.

Craig Colvin informed Deb that mid coast Council will apply for the games in 2019.

- 3. MVHA Match Committee – terms of reference**

Deb presented the Draft Match Committee to be presented to the Presidents and Secretary's meeting

- 4. Team Registrations**

Due date 22nd April 2017.

- 5. Special Meeting – Rules 2017**

Meeting 6th March 6pm. To accept/ reject the combined senior playing rules for 2017 season. Copy of rules sent to all clubs

- 6. Club House signage**

Doug gave the cost of fence signage for 2017 at \$340 including GST

- 7. Mens Masters 2017**

The 2017 Masters local competition will commence on Tuesday night 7th Feb.at 7pm. and will continue throughout the year until our AGM, the second Tuesday night in December. Tuesday nights will continue to allocated to Masters Hockey and that the same times and field allocations as previous years.ie 7pm start in pre-season, 7.30pm during season, alternating fields during the season.

8. NSW Rego

Association Affiliation Forms are to be completed online this year via revolutioniseSPORT. Each individual Association will receive an email via the details provided in the set-up process.

Association has to provide the following information:

- ☐ All elected committee members contact numbers and email address. As outlined in the below table
- ☐ Association Representative uniform
- ☐ Date of Annual General Meeting
- ☐ Association Annual Report and Audited Financials
- ☐ Association Constitution

Deb informed the meeting that Manning Valley hockey Association was changed to Tigers hockey club for some unknown reason. Deb Rang HNSW who changed it back. Members registering should do so as a new member. No club has access to data Lauren from HNSW will email Deb club access details. Only one member of each club will have access to their club details. Deb to send Michelle Collier a link to Manning Valley hockey's portal

9. Waivers

Meeting endorsed the waiver that Deb presented to the meeting and moved to circulate it to members and put on the Association Web Page

10. Family MVHA Fee discount

The meeting draft the policy to be circulated to members

“The Board of Management of Manning Valley Hockey Association Inc. recognises the cost associated to families participating in the local competition, and for the 2017 season the Association will introduce a Family Discount Option for registration fees payable to MVHA.

The discount will be available to families where a parent, or parents, who play hockey in Manning Valley Hockey competitions have two or more children who are eligible to play Juniors, and are playing Junior and/or Senior hockey in Manning Valley Hockey competitions.

The Family Discount will apply to the MVHA registration fees for the second and subsequent child, where the second child's fees will be discounted by 25% and the third and subsequent children's fees will receive a 50% discount.

Each child is limited to one family fee reduction.

Clubs will be required to provide details of discounts claimed on a form that will be provided and to be included with their Team Registration Forms submitted to the MVHA Secretary”

11. WWC

Deb reinforced the importance that clubs and the Board are vigilant with these requirements as fines can be thousands of dollars and the good will damage caused by an incident will be disastrous to the association.

Carried over – Dom - Apology

12. Response re Juniors – Chatham

Deb read out her letter that she proposes to send to Chatham HC in response to the issues raised in their email. Board endorsed the points raised in her letter and agreed the letter be sent to Chatham

Hockey Club.

13. Uniforms

Bronny raised the issue of the need for more Rep Girl's skirts. The meeting requested a stock take to be done to help with further discussions. Bronny is going to contact Brenda? I can't remember

14. Strategic Plans

Carry over to next meeting due to time restraints.

15.Sponsorship

Jaylea Muldoon to be contacted by to get her ideas about sponsorship availability for the Association.

15. Insurance claim

Doug informed the meeting that he would make an insurance claim for the nets and plastic of the were burnt.

16. Life membership.

The Association will pay life members of the Association their membership of the MVHA. Life members playing hockey will pay their own membership fees to HNSW and club fees.

17. Match Committee Meetings

Meet to do the draw for fast hockey at the clubhouse on the 16th of March 6 PM to do the draw inform clubs that 8 March is a deadline for providing the Association their match committee representatives.

Match cards will need to be printed off with 2017 date and with any changes to be made.

18. Women's Masters Jumpers

Doug requested that the meeting consider how the jumpers and storage can be marketed

Meeting Closed 10.25pm

Signed : _____
Secretary

Signed: _____
President

Important Dates

Event	Date	Location
Presidents and Secretary's Meeting	Wed 8 th February 6.00 pm	Taree Hockey Centre
Board	Tuesday 21 st Feb	0477224806 Maybe Club Taree Deb
Association Primary School's Gala Day (Gloucester Schools)	1 st March 2017	MVHA Fields
Association Primary School's Gala Day (Taree Schools)	3 rd March 2017	MVHA Fields
"Come and Try Hockey" for Junior Hockey Players	Sat 4 th March 2017 330 pm to 7 pm	MVHA Fields
Newcastle Tigers Visit	Sat 4 th March 8 to 3pm	MVHA Fields

Meeting adoption of rules	6 th March	Clubhouse
Presidents and Secretaries Meeting	8 th March	Clubhouse
“Come and Try Hockey” for Junior Hockey Players	Friday 10 th March 5.30 to 8.30 pm	
Senior “Fast Hockey” Team Nomination due Match Committee Meeting to do the draw for fast hockey 6 pm	16 th March 6pm	Clubhouse
MVHA Senior Fast Hockey	18 th March 1400 to 1900 hrs	MVHA Fields
Team Nominations Due for Winter Comp	19 th March	The Secretary
Board Meeting	21 st March 6pm	Clubhouse
MVHA Senior Fast Hockey	25 th March	MVHA Fields
Round One draw completed	27 th March	
Winter Comp Start Date – seniors and juniors HNSW Affiliation Payment due	30 th March	MVHA Fields
Winter Comp Start Date – seniors and juniors	1 st April	MVHA Fields
Presidents and Secretaries Meeting	12 th April 6pm	Clubhouse
Carnival Committee Meet clubhouse Team Rego’s due	22 nd April 12pm	Clubhouse
Board Meeting	18 th April 6 pm	Clubhouse
U18 Girls	5th – 7th May	Narellan
U18 Boys	12th – 14th May	Newcastle
U15 Girls	26th – 28th May	Wagga Wagga
Open Men	10th – 12th June	Macarthur
Over 45s Mens Masters	16th – 18th June	Newcastle
U15 Boys	23rd – 25th June	Manning Valley
Over 40s Mens Masters	21st – 23rd July	Illawarra
Women’s Masters Half State (North)	28th – 30th July	Grafton

1. Application from Dylan Turner under 18 boys representative team coach 2017.
2. Application from Terry Burke and Adam Birkefeld under 18 girls representative team coach an assistant coach 2017.

3. Application from Carl Williams under 18 girls representative team manager.
4. Application from Bronwyn Pensini under 15 girls and under 13 girls representative team manager.
5. HNSW The minimum age for the Mens Masters Indoor State Championships 22/11/2016.
6. HNSW EOI for the Under 13s and 15s Indoor State Championships 22/11/2016.
7. 2016 Hockey NSW Financial Report for the year ended 30th September 2016 24/11/2016.
8. CloudBT Hosting Account for web \$250.00 26/11/2016.
9. HNSW Hockey mandating Small Sided Games and safer “Joey” ball from Kookaburra for all play 11 and under in all hockey competitions from 2017 28/11/2106.
10. HNSW 2017 expression of interest for the 2017 Field State Championships. 30/11/2016.
11. [HNSW Letter of Apology NSW Mens Masters Hockey](#) withdrawing from championship in 2017 in 30/11/2016.
12. HNSW Joey ball order form [order form](#) 5/12/2016.
14. HNSW Attached you will find the essential information about the registration process in 2017.
- [2017 Registration Guide](#)
- [2017 Affiliation and Membership Registration Fee Schedule](#) 5/12/2016.
15. Taree Tigers Hockey Club apologies in behalf of the club for non attendance at Presidents and Sec Meeting on Thursday December 8th 13/12/2016.
16. [Northrop 3 possible dugout layouts for third field](#) 14/12/2016
17. Tony Lewis comments on Junior Hockey Working Party 15/12/2016
18. [HNSW Rep Team Nomination form](#) 15/12/2016.
- 19, HNSW [Strategic Plan](#) and [Template](#) 9/12/2016
20. [HNSW Regional Coaching Coordinator Association Feedback](#) document and updated [Stick2Hockey](#) document 12/12/2017.
21. [Northrop Taree Hockey Centre - LED v MH comparison](#) 16/12/2016.
22. [Deb Moncks Nomination Form](#) 29/12/2016.
23. [National Hockey Insurance Program](#) 17/1/2017
24. Sharks Hockey Club Sharks Hockey Club information:- Secretary: Sandra Tran 0402861858
Treasurer : Nicole Collison 0428449376.
25. [TurfX deep-cleaned hockey turf](#) 17/1/2-17
26. Maxine Gooch email accepted nomination for Assn Auditor 18/1/2017.
27. Shaun Fuller application to coach [Under 18 Girls Representative Team](#) 16/1/2017.
28. HNSW 2017 [Affiliations and Membership Registration Fee Schedule](#) [plus explanation](#) 5/1/2017
29. [Hunter Power Cup information](#) 12/1/2017.
30. Greg Doolan [2017 Interschool Challenge Cup Invite and Rules](#) (3)14/12/2016.
31. HNSW [2017 State Championship Memo - Dates](#) Only (2) 14/12/2016.
32. [Telstra account \\$79.99](#) due 2/1/2017.
33. [Lynne Turner BOM Nomination](#) 14/12/2016.
- 34 [Chatham Playing Rules proposed](#) changes 11/12/2016.
35. [Blank HNSW Association Nomination Form for completion](#) 2017 16/12/2016.
36. [Mid Coast Council Business Plan for third field](#) 14/12/2016.
37. [Shane Green BOM Nomination](#) 12/12/2016.
38. [Larry Mercer Pete Cubbin Life Membership nomination](#) 12/12/2016.
39. [HNSW MEMO_ RevolutioniseSPORT goes live](#) January 1 21/12/2016.
40. [HNSW revolutioniseSPORT Quick Start Guide](#) for Clubs 13/12/2016.
41. [HNSW revolutioniseSPORT Website Quick Start Guide](#) 13/12/2016.
42. Com Bank Cheque account statement/Business Loan Statement/Online Saver Statement/Corporate Charge Statement 18/1/2017.
43. Coke Price List for 2017
- 44, HockeyNSW “Play the Whistle Open Mens Indoor Team” 14/12/2016.
45. Sharks Hckey Club – info for contacts 18/1/2017.
46. Telstra account
47. James Cooper National Primary
48. Deb Playing Rules for 2017.
- 49.HNSW Mens Masters Candidates for AGM.
- 50.HNSW Womens Indoor Court Fees \$155

51. Womens Masters Indoor State Championships draw.
52. HNSW Masters AGM Information
53. Peter Frappell – Honour Board for Masters in clubhouse.
54. Peter Frappell Masters Winter Competition dates commence on Tuesday night 7th Feb. at 7pm. and will continue throughout the year until our AGM, the second Tuesday night in December.\
55. [Deb Monck Sponsorship Letter for Saxbys](#)
56. Taree West Club Information 3/2/2017.
57. [HNSW Regional Coaching Coordinator Association Feedback](#)
58. *Hunter Academy* cancel March 5 booking and replace it with **March 12 10am-3pm**; and can we please add a session on **April 2 9am-2pm**.
59. [Copy of quote from Sports Clean](#)
60. Chatham HC All correspondence to only chathamwolves@hotmail.com.
61. Chatham HC MVHA as we use gas, the grant is \$10,000. <https://www.originenergy.com.au/for-home/lpg/sport.html>.
62. Wingham HC Club login with Resolution Sports.
63. The National Primary Games
64. [Deb Junior Waiver](#)
65. [Revolutionise logon](#)
66. [Kennards Hire Pty Ltd.](#)
67. [HockeyNSW Heat policy](#)
68. Deb Saxbys Sponsorship Letter.
69. [LT Liquor Licence dates](#)
70. [Latest Age Waiver](#)
71. [MVHA Senior Competition and Playing Rules- Plus appendices](#)
72. Town Contact Details
73. [Club Information Form](#)
74. [Timothy Lestrage Ap to coach Under 13 Rep Team.](#)
75. Chatham HC access will be granted to clubs to view player registration
76. Doug Rego Forms
77. [Stroud Gala day nomination](#)
78. LT [Dep of Fair Trading Forms](#)