



# MANNING VALLEY HOCKEY ASSOCIATION INC.

**BOARD MEETING – Tuesday 16th May 2017**

**Venue: Taree Hockey Centre**

**Time: 610 pm**

## MEETING MINUTES

**Present:** Deb Monck; Doug Davidson; Michelle Collier; Shane Green; Lyn Turner; Dom Tagliapietra; Bronny Fuller; Dylan Turner

**Apologies:** John Surtees

**Absent:** Adam Birkefeld

**Visitors:** Craig Colvin – Project Officer Council for clubhouse and 3<sup>rd</sup> turf

**Declaration of Conflict of Interest:** nil

### 1. Minutes of May 2017 Meeting:

**Move as accepted:** Doug Davidson                      Seconded: Michelle Collier

### 2. Business Arising:

- Access is now going to be available to U18's on Tuesdays
- New hockey nets will fit the goals therefore may not need to get split pins to stop them pulling through. Will try first
- Gloucester Club is now incorporated
- Reports from Juniors & Men's about incidents. Email to clubs to send copies of incidents on back of cards to Bronny.
- Printer needed to be purchased for cards – Deb to source

Report on Clubhouse and 3<sup>rd</sup> Turf Development by Craig Colvin (Project Manager).

Craig walked the BOM through the plans and the expected disruption to the MVHA site.

Craig will provide a monthly update as per requirements in the agreement.

### 3. Treasurers Report: Doug

- Doug will send through his data to John
- Discussed important issues
- **Move as accepted:** Doug Davidson                      Seconded: Dylan Turner

### 4. Club House Director: LT Report attached

Business arising:

- Cleanup and Lock up procedures – adding on vacuuming – attached to minutes. Will be laminated and placed in clubhouse for Duty person and Clubs reference. Agenda item on next P&S meeting.
- Decided that in the half hour break when no club is on duty that only hot chips will be done and that the orders for hamburgers etc will be taken for the next duty team to fill.
- Small skip bins have been ordered and we are just waiting for delivery.
- LT and Deb Monck to liaise with position descriptions for Volunteers through Manning Support Services.
- Clubs must be serious with the people and numbers they put into the canteen – to be an agenda item on the next P&S meeting
- Discussion off meeting (via email) regarding Bar Course – decided MVHA will pay half costs once 6 x2hr bar duties are performed by persons undertaking the course.

**Move as accepted:** Lyn Turner

**Seconded:** Michelle Collier

**5. Turf Director:** Shane Green

Business arising:

- Turf cleaning – now completed. Fixed seams on TLF and removed algae. Full report being forwarded to John (secretary).
- Trainings/ Bookings – ongoing – mostly school sport and games.
- Tree trimming – some preliminary trimming needed to be done for the contractor. Further trimming has been booked in with council
- Scoreboards – ongoing issues. Deb Monck has been in contact with AusSports (scoreboard) provider regarding problems. Anthony Williams has had a look at the scoreboards/ antennae and may be able to help in the interim.
- Move as accepted: Shane Green

**Seconded:** DougDavidson

**6. Umpire Director:** Adam Birkefeld

Report – no report sent

Business arising:

- From the BOM members it was Noted that there was numerous “no shows” with the mens draw in the first few weeks and also in the womens to a lesser degree. This in turn caused numerous flow on problems. Names have all been assigned now, hopefully there will be an improve.
- Juniors ongoing problem with umpires
- Noted that Registrars may need to be more vigilant in following through with the rules in order to enforce compliance.

- Move as accepted: nil

**Seconded:**

**7. Junior Director:** Dominic Tag –Junior Match Committee Report;  
Monitoring/recording WWC/ Minkey 7-11's

- Report: nil tabled
- Business arising:
- Junior Match com report
  - Under 9's now have no bye as Chatham has put in an extra team.
- WWC
  - Ongoing issues with a couple of clubs still not completing their WWC forms. These were Sharks and Tigers. LT to follow up with Tigers; Dom to follow up with Sharks, although he has already sent 2 emails regarding the WWC numbers.
  - We will be audited this year by NSW Office of the Children Guardian.
- Minkey is working very well with the clubs working off a rostering system and helping each week  
**Move as accepted:** Dominic Tag                      **Seconded:** Bronny Fuller

8. **Junior Development Coordinator:** Dylan Turner - Participation/Recruitment; RCC Reports/feedback; Junior Championships

**Report:**

Business arising:

- U18 boys came 7<sup>th</sup> in the state.
- Rep team training – ongoing for 15's; 13 selections have been done.

**Move as accepted:** Dylan Turner                      **Seconded:**

9. **WH&S and Member Protection Officer:** Bronny Fuller – Fields/ Players/ Clubhouse/Defibrillator

Report: nil tabled

- Business arising:
  - Has completed the face to face member protection officer course. Currently putting together, the resources we require from the course.
  - Some cards/ copies of the cards are appearing in WH&S locker downstairs. Still missing some hard copy cards from the Mens and Juniors matches. Bronny will email registrars requesting the cards/ copies be sent to her so she can complete her records.
  - In Bronny's absence (away overseas) Michelle will continue with recording the injuries, complaints etc. Bronny will supply a memory stick to complete the records.
- **Move as accepted:** Bronny Fuller    **Seconded:**



- Juniors: Relevant coaches/managers

Business arising:

- New Rep Manual (as written so far) included with agenda for all BOM members to read and feedback ideas on. Need to adapt to Revolutionise Sport requirements as well as new uniform policy. Feedback required as soon as possible – forward to Deb
- Only one U13 team will be sent to Carnival this year, apparently 28 boys trialled but Coach and Manager to be advised to name and take maximum number of boys allowed for one team.
- August will be the month when we start planning for next year's rep teams and have coaches and managers in place by the GF this year.

**15. Carnival Committee:** Association Wide – rep from every club. Chaired by LT

- Report: Portfolios have been booked.
- Possibly there will be a need for less grass fields although council have been notified that 5 fields will be needed. HNSW sent memo 10/5/17 stating they want to try and use synthetic surfaces as much as possible.
- Roster change – TWHC Sunday cleanup with Masters

### **General Business:**

#### **1. Alcohol policy**

HNSW and Good Sports policies tabled and discussed.

Not new policies but need to be enforced.

Change required to Good Sports/MVHA policy – remove point 4 in what we ask you to do and change to: **Do not bring alcohol to games. New policies to be sent with minutes.**

Laminated copies will be held in the policy folder at the clubhouse.

#### **2. Strategic Plan**

Sent with Agenda for all BOM members to review and comment on.

HNSW –(David Thomson) has requested a copy of the Strategic Plan for a meeting 19/5/17. Any reviews/updates/changes will be added and a revised copy sent.

#### **3. Junior Development**

P&S meeting discussed the need to develop junior strategies. A new Junior Development Committee will be trialled. Scott Armstrong will request interest from clubs on being on this Committee. Date to be advised of first meeting.

#### **4. New Rules**

Submissions were sought from all Clubs by 9<sup>th</sup> May (P&S meeting) however none were received.

Meeting scheduled for 23<sup>rd</sup> May as per P&S meeting/ minutes. All interested people requested to attend.

#### **5. Representative Booklet - ongoing**

See previous discussion. The new and complete rep manual will be forwarded to the secretary to be included with the minutes. Only a few pages were missing from the one sent with the agenda.

BOM asked to review and feedback any changes required for discussion at next meeting.

#### **6. York Cup U11's**

Important that we send teams as it is a great carnival. Already one team going. Send info to all clubs for the chance to send their interested players.

#### **7. Volunteers**

Still ongoing need position descriptions written so MSS can supply suitable qualified volunteers.

Will start with just canteen workers and ?bar workers then adapt to maintenance roles etc.

#### **8. Hi-Vis Vests**

Bronny - 2 sets of Hi-Vis vests

**Meeting Closed: 9.10pm**

**Signed**\_\_\_\_\_

Deb Monck  
President

**Signed:**\_\_\_\_\_

Michelle Collier  
Vice President

Final Canteen Roster has been completed and circulated.

Final Duty Roster has been completed and circulated – If you can't make your duty please organise a swap with someone.

I can see problems with the New Alcohol Policy for volunteers in the Canteen as when players do canteen after they have played often have a drink whilst and I stress it is usually only one drink when finish cooking and start the cleanup.

Information set to Grafton Hockey Association on what quantities we used for the Women's Masters last year.

Still the ongoing issue of finding Bar Coverage. I believe that we need to include this in the new Volunteers requirements that are currently being negotiated.

Volunteer Requirements are as follows:

Thursday Night

Canteen – 3 from 6pm to 8.00pm

Bar – 1 from 6pm to 9.30pm

Friday Night

Canteen – 3 from 6pm to 8.00pm

Bar – 1 from 6pm to 9.30pm

Saturday

Canteen – 4 from 7.30pm to 1.30pm (juniors)

Canteen - 3 from 1.30pm to 8.00pm (seniors)

Bar – 1 from 1pm to 4.30pm

1 – from 4.30pm to 8.30pm/9.30pm If there is a 7.30pm game

??? Tuesday Night

Canteen only 6.00pm to 8.30pm x 2

Totalling to 19 Volunteers each week.

Doug has investigated the replacement of the large skip bin for two smaller ones which will make it much easier to empty the bins.

Looking for someone who might be going to Port, as need to purchase more wine in the single serve bottles.

Lynne Turner

Clubhouse Director

### **Correspondence John:**

Doug HNSW Under 18 boys Rep Team Invoice \$854.50.

26/4/2017 Ben Hanlon Shoosh for Kids Information and order form

26/4/2017 Lyn Turner Completed canteen roster for 25/4

26/4/2017 David Keen Gloucester HC Treasurer information [keen479@gmail.com](mailto:keen479@gmail.com)

Phone 26/4/2017 0428453779 Club Email address [ghclub17@gmail.com](mailto:ghclub17@gmail.com)

26/4/2017 Taree High School starting school sport tomorrow afternoon and have a group of students at the hockey fields from approximately 1.45pm-2.50pm.

26/4/2017 Doug Family Discount information and spreadsheet.

26/4/2017 Deb Signed Waivers for Manusu,Watts ,Manusu and Hunter from Town HC

26/4/2017 Deb Centre Link volunteers application

26/4/2017 Wormald Account for fire extinguishers maintenance \$88.00

26/4/2017 Deb Manning Valley Support Services letter re volunteers

26/4/2017 Karl Williams Age Waivers for Under 13 Girls Rep Team  
27/4/2017 Karl Williams Age Waivers for Lara Watts and Bree Pensini  
27/4/2017 Deb Senior Playing Rules  
28/4/2017 Wingham Mens Frozen List  
28/4/2017 HockeyNSW Association and Club Newsletter  
28/4/2017 Town Team Regos  
28/4/2017 Michelle Chapman Open Womens Training  
1/5/2017 Dylan Mens Draw with Umpires  
1/5/2017 Scott Armstrong Junior Minutes 28<sup>th</sup> April  
1/5/2017 HockeyNSW Opens Nominations  
1/5/2017 Craig Colvin Manning Valley Regional Hockey Centre Upgrade Documents  
2/5/2017 Narelle Salmon Women's Match Committee Meeting Held on Tuesday  
18/04/2017  
2/5/2017 Revolutionise New account notification  
2/5/2017 LT Completed men's draw  
3/5/2017 Tigers payment Bank Notification  
4/5/2017 Ben Hanlon Warren Busta Birmingham visit.  
4/5/2017 Chatham Coaches and Managers WWC list  
6/5/2017 Julkie Collier Half State Womens Masters event in Grafton 28-30th July  
6/5/2017 Daniel Strybis to coach the 2017 manning valley under 11s girls side  
6/5/2017 Gerrard Tuckerman Incident form for 6/5/2017  
7/5/2017 Deb Shoosh for kids information for Facebook  
7/5/2017 DD Reimbursement of expenses  
7/5/2017 Deb Agenda for P&S Meeting  
8/5/2017 Deb Strategic Plan  
8/5/2017 LT Carnival Committee Under 13 Meeting  
8/5/2017 LT Mens Matc Com Meeting Minutes  
8/5/2017 HNSW Under 21 National Champ  
9/5/2017 MVHA Open Womens Team List  
9/5/2017 HNSW Under 21 Team announcement  
9/5/2017 JR Richards Bin Quote  
9/5/2017 Sharks Regos  
9/5/2017 Chatham Regos  
9/5/2017 Holiday Coast Office quote for photocopier  
9/5/2017 Adam Open Mens nominations  
10/5/2017 Doug Mens Masters Regos  
10/5/2017 Taree West Age Waivers  
10/5/2017 Completed Roster  
10/5/2017 Sportsclean account \$3,240.05  
10/5/2017 Jarrod Muller/Timothy Lestrangle/Harry Wallis Open Mens Nomination  
10/5/2017 HNSW Under 15 and 13s Field State Championships Formats  
10/5/2017 Tom Steedman Nomination for Open Mens team  
11/5/2017 Cougars Div 3 Regos  
11/5/2017 Sharks Changes to Women's Frozen List  
12/5/2017 Cougars Age waiver forms & 2 Mouthguard waiver forms  
12/5/2017 Cougars New Regos  
12/5/2017 HNSW Under 15 Girls Field State Championships draw  
13/5/2017 Tamworth Hockey Association York Cup Info  
13/5/2017 Cougars New Regos



14/5/2017 Janene Watts Manning under 13s Girls Rep team  
15/5/2017 Responsible Service of Alcohol training at the BLACKHEAD SLSC  
15/5/2017 HNSW Nominations for the Under 15 Boys Field State Championships  
16/5/2017 HNSW Unfinancial Player list

Sent

27/4/2017	Presidents and sec meeting minutes to clubs
17/5/2017	Letters to Under 13 Girls who trialled
2/5/2017	NSW Office of the Children's Guardian letter to clubs request WWC list