



MANNING VALLEY HOCKEY ASSOCIATION INC.
BOARD OF MANAGEMENT MEETING – Tuesday 19th September
2017

Venue: Taree Hockey Centre

Time: 6pm

Agenda:

Present: Deb Monck, Michelle Collier, Doug Davidson, Dylan Turner, Shane Green and John Surtees

Apologies: Bronwen Fuller, Adam Birkefeld and Lyn Turner

Visitors: Craig Colvin

Declaration of Conflict of Interest:

1. Minutes of August BOM Meeting and Grand Final Special Meeting

Move as accepted: John Surtees

Seconded: Doug Davidson

2. Business Arising:

- a. Wine for clubhouse bar settled.
- b. Headsets used by umpires worked well – Adam to give the associations his account
- c. Under 13 Girls State Championships to be held in Taree 5th to 8th July 2018.
- d. Calendar sent out to everyone.
- e. Kookaburra 8's coming to Taree 11th March 2018 Ben Hanlon organising.
- f. Tony to be sent email by Deb requesting the Rep Team Committee formalise the appointment of coaches, managers and selectors for MVHA Rep Teams 2018.
- g. Minutes where the Junior Development Committee Charter was adopted by the association to be sent to Shaun Muldoon.
- h. Junior Development Committee was discussed.
- i. Clubs did not provide any update to their banking details so assume they remain as before.

3. Club house extension/ Third Field Update Report – Craig

Craig gave the meeting a guided tour of the 3rd field and club house extension pointing out details and issues being confronted.

Clubhouse Currently on target and on budget

The club house extension should be completed in two weeks.

The interior is being painted as part of the contract and Deb to give him the colour that the association would like it painted – light grey

4. September 2017 BOM Correspondence

In

15/8/2017 Scott Armstrong Notification Junior Match Committee 7pm at maccas Taree North

15/8/2017 Splitboxes account for soap \$68.13

17/8/2017 Doug Senior Trophy Budget

17/8/2017 Jaylea Muldoon Junior Development Committee Establishment Meeting

17/8/2017 Leanne Yarnold Gala Day program

18/8/2017 ane McNeill acc \$180

12/8/2017 Midcoast Council request for Certificate of Currency for Public Liability Insurance

18/8/2017 Roz Drury Nomination Coach Under 11 Boys MVHA Rep Team

18/8/2017 Scott Armstrong Junior Final Series draw

18/8/2017 Kelly Williams Application??

21/8/2017 Doug Waivers from Great Lakes, Cougars, Wingham and Town
 21/8/2017 HNSW 2 nominations for the Indoor State Championships
 21/8/2017 Hunter Indoor U15 and U13 Regional Indoor events are going ahead as planned.
 22/8/2017 Doug reimbursements \$110 \$68.13
 22/8/2018 Womens Masters Newsletter
 24/7/2017 Justin Hayes PCYC membership
 24/7/2017 Permission to run a few 100 Club over the next few Saturdays in support of Tilley Hunter & Abby Watts
 24/7/2017 Ray Walters authority to fundraise for Kurt for Pacific School Games in Adelaide in December.
 28/7/2017 Wingham HC Appeal for Ben Hanlon
 29/8/2017 Barrington Trophies account \$905.63
 29/8/2017 Town Hockey Clubs nomination for the Robyn Fernley-Most Dedicated Player for 2017
 29/8/2017 Managers application from Bronwen Pensini Under 18 Girls and Over 50s Womens Masters
 30/8/2017 Sharks Hockey nomination for the Goal Keeper of the year Sandy Tran
 30/8/2017 Scott Armstrong Junior Finals Draw
 30/8/2017 Oxley Insurance Voluntary Workers Insurance \$650.00
 30/8/2017 Jaylea Muldoon disappointed with the scope outlined in the charter
 31/8/2017 Ben Brown Under 15 MVHA Boys Rep Team Coach
 31/8/2017 Johanna Riveros-gonzalez completed MVHA Representative application form for her son kaeden Gonzalez who would like to play in the under 13 boys team
 3/9/2017 Sharks HC Wingham players not signing card
 4/9/2017 Narelle Salmon Match Committee decision on Wingham
 4/9/2017 HNSW Nominations Under 15 Boys and Girls Indoor State Championships at COB Friday 8 September 2017
 4/9/2017 Doug Reimbursements \$98.59
 7/9/2017 Scott Armstrong Junior Grand Final Draw
 10/9/2017 Poulson Security Grand Final security quote
 11/9/2017 HNSW Nominations close for the Open Men Indoor State Championships at COB Friday 15 September 2017.
 12/9/2017 Facebook
 19/9/2017 18/9/2017 Midcoast Council Certificate of Currency request
 19/8/2016 Country Clothing \$162.80 Grand Final embroidery and clothing

Out

28/8/2017 Deb Jaylea Muldoon Junior Development Committee Charter
 29/8/2017 Barrington Trophies account \$905.63
 29/8/2017 Town Hockey Clubs nomination for the Robyn Fernley-Most Dedicated Player for 2017
 29/8/2017 Managers application from Bronwen Pensini Under 18 Girls and Over 50s Womens Masters
 30/8/2017 Sharks Hockey nomination for the Goal Keeper of the year Sandy Tran
 30/8/2017 Scott Armstrong Junior Finals Draw
 10/9/2017 Coaches and Managers of MVHA Indoor Representative teams 2017 PCYC Info
 18/9/2017 Midcoast Council Certificate of Currency sent.

5. Business Arising from the Correspondence

- a. Clubhouse Hire request from Taree High School – Deb to find out more information from them.
- b. MVHA Facebook page.

As stated by Jaylea Muldoon The Facebook group is a closed group. This means potential new members are not able to access the page to search for information.

All individuals are able to publicly post information, this has risk of looking unprofessional or allowing people to post negatively - while this has not happen it is a risk to consider.
No longer able to share posts - previously this page allowed the sharing of posts, this is now no longer available limiting Clubs ability to share information onto their pages.
Meeting resolved to meet with someone with expertise with Facebook to look at the issues raised.

c. Women's Masters Summer Comp – leave to general business

6. Treasurers Report:

Final Invoices have been sent out to clubs minus Chatham

Returned excess stock \$300 to Saxbys and got a credit.

He cleaned out coolroom at clubhouse. Beer shelf life still current and will not be a problem over summer.

Electricity account due from Midcoast council. Doug opened up electrical box for metre reader who informed him that the metre can be read from outside the metre box in future.

5/8/2017 Chatham forfeited to TW – Doug to send them an account.

Mouthguards provided by Adam need account.

Move as accepted: Doug Davidson

Seconded: Dylan Turner

7. Club House Director: LT

See Attached Report

- ✓ Meeting appreciated Lyn offering to cater for our Christmas party. They thought the idea of holding it at the clubhouse was an excellent idea but did not want her working on the night. Michelle and Shane to investigate if there are Local Caterers who will cater for the event.
16th November 2017 6.30 for 7pm start

- ✓ Open day for club officials and guest to view club house extension when handed over
People such as Norm Taylor/Graham Nix/Life Members

8. Turf Director: Shane

21st Jan /11th March 2018 Hunter academy have hired the ATF

9. Umpire Director: Adam

Absent

10. Junior Director: Junior Match Committee Report; Monitoring/recording WWC/ Minkey 7-11's

11. Junior Match com report

12. Junior Development Coordinator: Dylan - Participation/Recruitment; RCC Reports/feedback; Junior Championships/Junior Development Committee

- a. Shane suggested that the association should go to Forster Stocklands to promote hockey.

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

14. Senior Reports: Michelle – Men and Women's

15. 13. Match Committee reports

16. Publicity: Deb

The Grand Final articles in the Manning River Times excellent.

17. Judiciary: Deb

No

18. Association Registrar: ?Doug/ Deb contact person regarding the registration of members in revolutionise sport site

19. 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

Business arising:

Move as accepted: Seconded:

20. Carnival Committee:

21. Presidents and Secretary's Feedback

✓ Open day for club officials to view club house extension when handed over
Indoor contract with PCYC completed 0 teams have to complete documentation and pay court hire.

✓ Web page design.

Indoor Championships – Under 18 and Open Mens Rep Teams as detailed by Linda Ferguson confirmed. Cost for indoor teams competing at State Championships to be reviewed – may have to meet cost half way?

✓ New Rules were accepted by the meeting and a single match committee should be needed as a result of the changes.

✓ Indoor contract with PCYC completed 0 teams have to complete documentation and pay court hire.

22. General Business:

a. Masters Summer Competition

As detailed by Kerry Davy

Meeting resolved to set the fees the same as for Mens Masters. Secretary to ask Pete Cubbin what he charges the players and what the turf fees he pays to MVHA.

b. Futsal – Deb presented to the meeting a MofU for the use of the MVHA facilities.

Meeting accepted the Memorandum of Understanding with the following changes;

i. Hire fee \$425.00 which will include charges for cleaning/and turf maintenance

ii. No access to downstairs change room. Shane and Peter to be compensated for the extra work load created by the hire of the facilities.

iii. Keys to be issued to them for front gate/lights/defib box and toilet key.

iii. Deb to inform them that the charges will change when the new holyburton system is place.

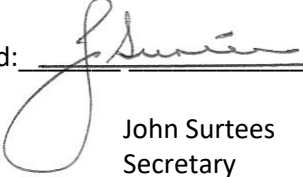
Shane has offered to open up to get the Futsal Committee a table and chair for their registration day tomorrow 5-6.30pm.

c. Chairs for club house – Doug informed the meeting that Lodge Albert has 40 chairs for sale. Association to purchase them for \$50.00

d. New Scoreboard Sponsorship – Deb/John to meet with potential sponsors of a score board for the 3rd field.

- e. 2018 Updated forms
Hold over to next meeting
- f. Association Web Page
All agreed that it needs a update. Agree that a meeting be organised with the Web Designer from Barrier Signs to get her thoughts and suggestions. Ruth Sheather to be ask to organise.
- g. Skip Bins – Dog to contact JR Richards to request the removal of one skip bin.
- h.

Meeting Closed

Signed: 
John Surtees
Secretary

Signed: _____
Deb Monck
President

Attachments

Club House Director Report – September 2018

Well the season is finally over with two huge grand final days.

Grand Final Breakfast: Would like to thank everyone who assisted on Saturday morning.

Disappointing that 17 who had rsvp did not turn up. So had snags left and bacon left over. I have Frozen the sausages and the bacon is cryovaced.

Concept was good and everyone who attend enjoyed the breaky. But in hind sight made is a very long and tiring day for those who were there from 6.30am to close. Happy to have feedback on this for next year.

Open Day for when the Club House is open: Suggest that we utilise the frozen snags and rissoles and bacon for snack food. Could do mini snags with dipping sauce and make up the rissoles into mini patties and do mini meat, bacon burgers. The only out lay would be the mini rolls.

If would we could pick a date my suggestion would be Saturday 21st October (Would need to apply this week for as need to 20 days' notice) which would give me time to apply for a special licence so that we could open the bar up to. Free food but pay for your drinks that are left over in the bar fridge. With a start time of 4pm so it would be more like a happy hour or two. Also avoiding the dreaded mozzies.

Happy to have other suggestions.

Christmas dinner – I am happy to organise to have at the Club House if everyone happy with this suggestion or happy to go out whatever the majority prefers.

If we utilise the Clubhouse, could have prawns and oysters for starters then butterfly lamb and vegies for the main course.

Lynne Turner
Director

Memorandum of Understanding

Manning Valley Hockey Association Inc

And

Manning Valley Futsal Inc

This Memorandum of Understanding is made between the Manning Valley Hockey Association Inc. (MVHA) of Lot1 Bligh Street Taree and Manning Valley Futsal (MVF) Inc.

The aim of this document is to record an agreed policy framework within which MVHA and MFA will cooperate in providing facilities for the MVFA to conduct a summer competition utilising the artificial turf of the Terry Launder's Field.

The memorandum of understanding framework is outlined on the following page.

This document is a statement of understanding and is not intended to create binding or legal obligations on either party.

Signed on behalf of Manning Valley Hockey Association Inc. by:

_____ Print Name: _____

Position in Association:

_____ Date: _____

Signed on behalf of Manning Valley Futsal Association Inc. by:

_____ Print Name: _____

Position in Association:

_____ Date: _____

Agreement Details:

Facilities:

MVHA agree to:

- Provide access to the Terry Launder's Field (TLF) for the complete summer season of Futsal. This includes the dugouts and goals (2 sets)

- Investigate temporary linemarking to enable goal circles to be marked
- Provide plastic flags to be used to indicate half way marks
- Provide access to the toilet facilities at the MVHA clubhouse.
- Provide access to the defibrillator on the ground level of the clubhouse on the Allan Taylor Field side.
- Provide a set of light keys for the TLF.
- Provide a set of keys for the gate, toilets and defibrillator.

MVF agree to:

- Abide by the MVHA turf rules, located on the side of each field.
- Alternate the use of the TLF quarters to avoid excessive wear and tear.
- Inform their players of the need to use the shoe cleaners before entering the turfs.
- Not to permanently mark the TLF surface in any way.
- Store any property appropriately at the end of play each evening.
- Leave the toilets in a suitably tidy condition.
- Unlock the defibrillator each evening of play.
- Inspect and leave in a tidy condition all the MVHA clubhouse and field facilities.
- Inform the secretary or president of MVHA if there is any damage noticed as soon as possible.
- Turn off the lights at the end of each night as required.
- Lock up the clubhouse areas and defibrillator at the end of each night as required.
- Supply ice and first aid kit for the futsal players

Time of Use:

The summer futsal season starts from 13th October 2017 and concludes on 30th March

Days of Use:

Presently MVF require the fields on Friday afternoon and evenings from 330pm till possibly 9pm in the evening. This will be known when registrations are finalised.

Pricing:

- A statement outlining the billing agreement will be submitted and signed.
- The costing will be based on junior and senior charges already charged to MVHA hockey clubs for use of the fields.
- Invoicing will be done monthly and paid via direct debit into the MVHA account

Cost of hire for each Friday utilised for games by Manning Valley Futsal: \$425

- The games fees include:
 - the cost of the lights, up until the new lighting system is installed in the New Year. This lighting system will work of a code and will be billed separately.
 - Wear and tear and maintenance of the Turfs
 - Line marking and/or supply of marking material, field cleaning and preparation
 - Toilet cleaning
 - Rubbish removal and ongoing skip bin hire.