

ISCH Representative Committee

Minutes

14 April 2015

10:00 am

Albion Park Bowling Club

TYPE OF MEETING	Initial Committee Meeting
ATTENDEES	Emma McLeish, Maree Lackenby, Janet Cowan and Jan Massie
Note taker	Jan Massie

Meeting opened: 10:10am

1	WELCOME	<p>Emma McLeish welcomed all newly appointed members to the Representative Committee and outlined what we would like to achieve from our first meeting.</p> <ul style="list-style-type: none"> • Develop a process to enable ISCH to field representative teams at all field and indoor State Championships in 2015 • To maintain or where possible improve ISCH rankings at FSC and ISC in 2015 • Division of duties to enable this to happen • Develop the basis for critical policies to be implemented in 2015 and further developed for 2016 and incorporated into a 'Representative Team Policy Handbook' • Understanding that 2015 will be a challenging year as new processes and procedures are implemented to accommodate Association Reform
2	APOLOGIES	Nil
3	Minutes of the previous meeting	<p>Date: NA – Initial Meeting</p> <p>Moved: Accepted:</p>
4	Amendments	NA
5	General Business	<p>a. Invite another member on to the Representative Committee</p> <ul style="list-style-type: none"> • Emma suggested that the committee invite another member into its ranks and suggested a male representative to add another perspective. • The suggested nominee was GLENN TOMLIN. All members agreed for the following reasons: <ul style="list-style-type: none"> ◦ he been involved in hockey for many years ◦ he presents as a neutral party – has no children involved in any selection processes ◦ gender equity • Maree Lackenby suggested that the Committee be able to invite members onto the Committee based on individual expertise in areas of need <ul style="list-style-type: none"> ◦ The Committee supported this recommendation <p>b. Team Selection Process and Timeline</p> <ul style="list-style-type: none"> • Pre 2015 Illawarra: 2 weeks trials/4 weeks training – committee felt this was not long enough • HNSW: 10 weeks prior to Championships – committee felt this was too long <ul style="list-style-type: none"> ◦ Committee recommendation: <ul style="list-style-type: none"> ▪ 2 weeks trials (where necessary) / 4-6 weeks training ▪ Trials to be advertised 2 weeks prior

- Total timeframe: 8-10 weeks
- U18 Boys – selected and training has commenced
- U18 Girls – selected and training has commenced
 - Positive feedback in relation to the selection of the U18 Girls teams – went well; teams were fair; players were looked at outside of the trials
- U15 Boys – selection date Sunday 19 April from 10.30 – 12.00 pm at LM
- Remaining Championships – Open Men and Women, U15 Girls and U13 Girls and Boys to be advertised using the above timeframe where possible
- Players wishing to trial will need to be aware that selectors will also attend normal competition matches to further satisfy selection/non-selection of players
- Selection trials will be a flat rate of \$10 (non-refundable)
- Turf bookings for trials will be arranged and booked by Janet
 - Boys and men’s trials to be held at LM
 - Girls and women’s trials to be held over 2 venues – LM and CR
- Turf bookings for training will be arranged and booked by Janet
 - Janet to liaise with respective team coaches

c. Team Notification Process

- Team selections to be put on website by COB 48 hours after trials have been completed
- Coach to email team details to the Committee after trials have been completed
- Chairperson (Emma) to post team details on website
- Coach to email team, outlining expectations and training schedule

d. Team Composition

- Teams will comprise:
 - A minimum of 14 players
 - A maximum of 16 players
 - A maximum of 2 goalkeepers
 - Goalkeepers are included in the minimum/maximum team numbers

e. Players invited to trial

- Players who have supported the prior Associations in previous years or who have played and represented the prior Associations will be invited to trial.
- Players cited were Kizziah Plumb, Sassy Economos, Shelley Watson, Kalindi Commerford and Airlie Ogilvy
- These players have in previous years, represented the prior Associations when they (the Associations) struggled to nominate teams. The Committee felt it would be a sign of respect and appreciation to continue to invite these players to represent ISCH.

f. Appointment of Selectors and Selection Panels

- Selectors will be appointed
- Appointment of selections approved by the ISCH representative on the Committee
- Selection panels for each team will consist of 3 members: 2 independents and the coach.
- Emma and Maree will be at least one of the independent selectors on the majority of team panels for 2015
- The policy for selection panels is seen as a priority

g. Appointment of Coaches and Managers

- Expressions of interest to be advertised on website
- Committee to make recommendations of coaches and managers
- Committee believes that it is important to have an independent coach and/or manager especially in the U13 and U15 teams
- Policy to be developed.

h. Current Coach and Manager Appointments

- U18 Boys
 - Division 1 Team: Coach – Matt Davis, Manager – Jonathan Castle
 - Division 2 Team: Coach – Ern Orth, Manager: Andrew McGeechan
- U18 Girls
 - Division 1 Team: Coach – Glenn Tomlin, Manager – Judy Hooper
 - Division 2 Team: Coach – Wes Johnston, Manager – Grace Barry
- U15 Boys
 - Division 1 Team: Coach – Glenn Tomlin, Manager – TBA
- U15 Girls
 - Division 1 Team: Coach – Sue Bessell, Manager – TBA
 - Division 2 Team: Coach – David Rieck (possibly withdrawing nomination, Manager: TBA
- Expressions of Interest for vacant coach and manager positions to be placed on website
 - Open Men's and Women's
 - U13 Girl's and Boy's

i. Appointment of Umpires at FSC

- The Committee felt that this area of responsibility should be held with the ISCH Officiating Committee
- Expressions of Interest to be advertised on the website and responses to be forwarded to the ISCH Officiating Committee
- Open Men and Women, U18 Boys and Girls have HNSW appointed panels
- U15 Boys and Girls and U13 Boys and Girls require umpires to be sourced.
- Umpire names and details to be forwarded to Committee upon appointment at least 2 weeks prior to each FSC

j. Transportation during FSC

- Buses will not be provided for transportation to and from FSC
- Travel from accommodation and venue will be the responsibility of parents

k. Administration of State Championships and HNSW Requirements

The Committee divided and allocated responsibility of the administrative tasks to be completed for each FSC and will follow the same division for ISC (when details are known)

Task	Who	Details
Expression of Interest 2015 FSC	Emma	Task completed Team Nominations: <ul style="list-style-type: none">• U18 Boys – 2 teams• U18 Girls – 2 teams

		<ul style="list-style-type: none"> • U15 Boys – 1 team • Open Men – 1 team (this may increase to 2 teams) • Open Women – 2 teams • U15 Girls – 2 teams • U13 Girls – 2 teams • U13 Boys – 1 team
Source accommodation, book and arrange deposits when required	Jan	<p>All accommodation has been booked</p> <p>U18 Girls Chifley Executive Apartments, Newcastle <i>Limited additional accommodation for parents</i></p> <p>U15 Boys Crown Hotel Motel, Grafton <i>Additional accommodation booked for parents</i></p> <p>U15 Girls Blackheath Motor Inn, Blackheath <i>Additional accommodation booked at Cedar Lodge, Mt Victoria for parents</i></p> <p>U13 Girls Quest Apartments, Tamworth – Deposit paid <i>Parents are required to stay with players</i></p> <p>U13 Boys Riverview Motor Inn, Taree – Deposit paid <i>Parents are required to stay with players</i></p>
Association Uniform Design	Janet/Jan	<p>As per AGM, the previous Association team that ranked higher will wear that association uniform eg SCWHA Open Women won 2014 FSC, therefore the Division 1 team will wear SCWHA uniform.</p> <p>Men and boys teams will continue to wear the Illawarra uniform</p> <ul style="list-style-type: none"> • Jan to supply Janet with photos of SCWHA uniform for submission to HNSW by Janet
Team Nominations and payment for each FSC	Jan	<p>U18 Boys and Girls completed</p> <p>U15 Boys completed</p> <p>Open Men's and Women's due 8/5/2015</p> <p>U15 Girls due 22/5/2015</p> <p>U13 Girls due 5/6/2015</p> <p>U13 Boys due 12/6/2015</p>
Team List Submissions	Janet	<p>U18 Boys completed</p> <p>U18 Girls due 24/4/2015</p> <p>U15 Boys due 8/5/2015</p> <p>Open Men's and Women's due 23/5/2015</p> <p>U15 Girls due 5/6/2015</p> <p>U13 Girls due 19/6/2015</p> <p>U13 Boys due 26/6/2015</p>
State Championship's Operations Manual	Team Managers	Team Managers to access the manual online and be aware of their responsibilities
Coach Identification Form	Selection Panel	<p>To ensure integrity of the selection process, the selection panel from each team will select the 6 players to be nominated on the form for U13's, U15's and U18's.</p> <ul style="list-style-type: none"> • Form modified to accommodate approval
Assemble relevant forms to be given to team managers in an information pack	Janet	<ul style="list-style-type: none"> • Code of Conduct • Mouth Guard Waiver • Amended Team Details • State Team Non-Selection

Forms to be arranged and submitted to HNSW on a case by case basis	Janet	<ul style="list-style-type: none"> • Age Eligibility Waiver • Player Clearance • Pick up Roster
Participation Declaration	Janet	Submitted online
Forms to be organised in regards to Umpires	Officiating Committee	<ul style="list-style-type: none"> • Code of Conduct Junior Umpire • Umpire Clearance • Amended Umpire Nomination • Medical History for Junior Umpires
Working With Children Check	Jan	<ul style="list-style-type: none"> • Inform coaches and managers of U13's, U15's and U18's teams to apply for a WWCC • Depending on team selection this may apply to coaches and managers of the Open Men's and Women's teams • Register ISCH online as an employer in child related work • Verify the status of each WWC or APP number, keeping a record of each verification result
Allocation of Uniforms	Jan/Janet	<ul style="list-style-type: none"> • Uniform sizing and allocation of playing numbers to be allocated at a training session (before/after) • Details to be kept by Committee and managers • Uniforms to be kept by managers and distributed to players • Managers will be responsible for the collection of uniforms after the completion of FSC • Socks to be purchased by players and available at training
Invoicing players	Jan	<ul style="list-style-type: none"> • Budget to be worked up • Players responsible for accommodation costs
l. Purchase numbered training bibs for trials <ul style="list-style-type: none"> • 3 sets numbered 1-10 		
m. Masters FSC <ul style="list-style-type: none"> • Prior Associations Masters organising committees have begun the organisation • Men's Masters are being played throughout the season • The committee recommends that for 2015, they continue to organise themselves 		
6	Next Meeting Date	To be determined by Committee
	Items for Next Meeting	<ul style="list-style-type: none"> ▪ Analyse and critique the administration of the FSC to date ▪ Development of Policies and Procedures
	Meeting Closed	12.00PM

Jan Massie

Note taker

ISCH Representative Committee

<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
» Invite Glenn Tomlin to be a member of the Representative Committee	Emma	Prior to next meeting
» Advertise remaining trial dates – email to all Clubs through John Pemberton <ul style="list-style-type: none"> ○ Open Men and Women ○ U15 Girls ○ U13 Girls ○ U13 Boys 	Janet	10 week timeframe ASAP 17/4/2015 24/4/2015 1/5/2015
» Book turf for remaining trials	Janet	When trial dates have been set
» Further develop Team Selection Process and Timeline policy	Committee	ongoing
» Invite players outside of ISCH to trial	Emma	Determined by Championship Selection date
» Develop policy: Appointment of Selectors and Selection Panels	Committee	ongoing
» Expressions of Interest for Coaches and Managers to be advertised on website <ul style="list-style-type: none"> ○ Open Men's and Women's ○ U13 Girls and Boys 	Emma	ASAP
» Develop policy: Appointment of Coaches and Managers	Committee	ongoing
» Book turf for training » Liaise with coaches	Janet	When coaches have been appointed
» Expressions of Interest to Umpire at U15 and U13 FSC advertised on website	Emma	ASAP
» Recommend to the Board that the appointment of umpires be the responsibility of the ISCH Officiating Committee	Emma	20/4/2015
» Administration of 2015 FSC <ul style="list-style-type: none"> ○ As per Item K 	Committee	ongoing
» Purchase 3 sets numbered training bibs for trial <ul style="list-style-type: none"> ○ Get quotes 	Jan	ASAP

Memo

To: Illawarra South Coast Hockey Inc Board

From: ISCH Representative Committee

The Representative Committee met on Tuesday 14 April 2015.

The primary objective of this initial meeting was to formulate a plan of action to guarantee Illawarra South Coast Hockey's ability to send representative teams to all 2015 Field State Championships in all age divisions and maintain if not improve our current rankings.

We recognised the need for policies and procedures to be put in place and decided that these would be developed fully throughout 2015 for implementation in 2016.

Throughout our discussions, initial policy and procedures naturally came about. These will be trialled in the upcoming Championships and modified where necessary. The same procedures will be adopted for the 2015/16 Indoor State Championships.

The Committee felt that our structure was unique and that formalised job titles were not necessary to fulfil the duties required. Instead, tasks were split among the members of the committee having regard for each member's area of expertise.

Emma McLeish

- is the ISCH Board Representative and
- is ultimately responsible for the running of the Committee
- will be a part of most of the selection panels in 2015
- will be responsible for nominated administration functions

Maree Lackenby

- will be a part of most of the selection panels in 2015
- will act in a support capacity

Janet Cowan

- will be responsible for nominated administration functions
- provide support for managers and coaches

Jan Massie

- will be responsible for nominated administration functions
- will be responsible for finance
- will provide secretariat support

The attached minutes provide an outline of the roles and responsibilities determined by the Representative Committee for its members to enable the successful participation in all age State Championships in 2015.