

ISCH Representative Committee

Minutes

7 May 2015

9:00 am

7 Clermont Cres, Albion Park

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

Meeting opened: 9:10am

1	WELCOME	Emma McLeish welcomed everyone to the meeting and outlined what we would like to achieve from our meeting. <ul style="list-style-type: none"> Analyse and critique the administration of the FSC to date Finalise appointments Development of Policies and Procedures Division of duties to enable this to happen
2	APOLOGIES	Nil
3	Minutes of the previous meeting	Date: 14 April 2015 Moved: Accepted:
4	Amendments	Previously submitted and noted on website
5	Business Arising from Previous Minutes	

ACTION ITEMS	PERSON	DEADLINE	OUTCOME
» Invite Glenn Tomlin to be a member of the Representative Committee	Emma	Prior to next meeting	<ul style="list-style-type: none"> Board approved
» 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	<ul style="list-style-type: none"> Trial dates advertised/Emailed 10/5/2015 – 1/5/2015 24/4 & 1/5 – 20/4/2015 TBA TBA
» Book turf for remaining trials	Janet	When trial dates have been set	<ul style="list-style-type: none"> Booked for Opens and U15 Girls
» Further develop Team Selection Process and Timeline policy	Committee	ongoing	<ul style="list-style-type: none"> Being reviewed in current meeting
» Invite players outside of ISCH to trial	Emma	Determined by Championship Selection date	<ul style="list-style-type: none"> Board approved Send email to open women and open men
» Develop policy: Appointment of Selectors and Selection Panels	Committee	ongoing	<ul style="list-style-type: none"> Being reviewed in current meeting
» 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	<ul style="list-style-type: none"> EOI's advertised on website – closed 27/4/2015 EOI's received and appointments made in current meeting
» Develop policy: Appointment of Coaches and Managers	Committee	ongoing	<ul style="list-style-type: none"> Being reviewed in current meeting
» Book turf for training » Liaise with coaches	Janet	When coaches appointed	<ul style="list-style-type: none"> Booking done
» Expressions of Interest to Umpire at U15 and U13 FSC advertised on website » Recommend to the Board that the appointment of umpires be the responsibility of the ISCH Officiating Committee	Emma Emma	ASAP 20/4/2015	<ul style="list-style-type: none"> Email 6/5/2015 to clubs through Officiating Committee Board approved

» Purchase 3 sets numbered training bibs for trial o Get quotes	Jan	ASAP	<ul style="list-style-type: none"> Board approved Bibs to be purchased for 2015/16 Indoor trials
» Administration of 2015 FSC	Committee	ongoing	
Task	Who	Details	
Expression of Interest 2015 FSC	Emma	Task completed	
Source accommodation, book and arrange deposits when required	Jan	All accommodation has been booked U13 Girls Quest Apartments, Tamworth – Deposit paid - <i>Parents are required to stay with players</i> • Accommodation change to Colonial Motor Inn due to pricing – refund of deposit from Quest requested	
Association Uniform Design	Janet/Jan	Task completed	
Team Nominations and payment for each FSC	Jan	U18 Boys and Girls completed U15 Boys completed Open Men's and Women's due 8/5/2015 U15 Girls due 22/5/2015 U13 Girls due 5/6/2015 U13 Boys due 12/6/2015	
Team List Submissions	Janet	U18 Boys completed U18 Girls completed U15 Boys due 8/5/2015 Open Men's and Women's due 23/5/2015 U15 Girls due 5/6/2015 U13 Girls due 19/6/2015 U13 Boys due 26/6/2015	
State Championship's Operations Manual	Team Managers	Team Managers to access the manual online and be aware of their responsibilities – Managers to be notified	
Coach Identification Form	Selection Panel	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. • Form modified to accommodate approval - done	
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 – Wes Johnston has invoiced players \$80 / Opens to have nil costs Players responsible for accommodation costs 	

6	General Business	
a.	Items submitted to the Board	<ul style="list-style-type: none"> All items approved
b.	Open's Teams Selection	<ul style="list-style-type: none"> Previous players to be contacted <ul style="list-style-type: none"> Email to Shelley Watson. Kalindi Commerford, Sassy Economos, Kizziah Plumb Email Simon Beaton to contact 2014 Open Men Reminders to be sent <ul style="list-style-type: none"> If unavailable – reasons need to be detailed
c.	Working With Children Check	<ul style="list-style-type: none"> Liaise with Nichole Harris (ISCH Board member)
d.	Team Selection processed	<ul style="list-style-type: none"> Seem to be going ok to date Eligible player lists are available for selectors Members of committee supporting in administration roles Trials have been scheduled and booked need to find times for U13's
e.	Post Selection Feedback	<ul style="list-style-type: none"> Post selection feedback to be given to players who trialled Focus of feedback: 2 aspects did well, 2 aspects to further develop/improve Policy to be developed
f.	Finalised Appoints	<ul style="list-style-type: none"> U15 Boys <ul style="list-style-type: none"> Division 1 Manager – Shawn Tyler U15 Girls <ul style="list-style-type: none"> Manager – Karina Welsh Division 2 Team: Coach – David Rieck, Manager: Danielle Ford
g.	EOI's Open Men	<ul style="list-style-type: none"> Remain open and unfilled – need to find suitable candidates <ul style="list-style-type: none"> Formal trial seems unlikely – players unavailable
h.	EOI's Open Women	<ul style="list-style-type: none"> Remain open and unfilled – need to find suitable candidates Selectors: Maree Lackenby, Emma McLeish, Janet Cowan
i.	EOI's U13 Boys	<ul style="list-style-type: none"> Coach: Paul Munro Manager: Russel Hands Selectors: Paul Munro (Coach), Wesley Johnston and Richard Fowles
j.	EOI's U13 Girls	<ul style="list-style-type: none"> Coach Division 1 Pool A: Paul Schofield Manager Division 1 Pool A: Danielle Ford Coach Division 1 Pool B: Kerina Smallhorn Manager Division 1 Pool B: Duane Vorster

<ul style="list-style-type: none"> Selectors: Paul Schofield, Kerina Smallhorn (Coaches), Kate Davis and Charlie Byrne 		
k. Masters FSC <ul style="list-style-type: none"> Masters organising committees to continue organisation for FSC <ul style="list-style-type: none"> Select teams, Committee will help if requested Teams will be nominated through the Committee Contact Rhonda McKinley (SCWHA), Joy Bassett (IWHA), Liana Christlo (SHA) <ul style="list-style-type: none"> No of teams – team names ISCH Purple 1, 2, 3; ISCH Red 1, 2; ISCH green 1,2 Budgeted allocation: \$1980, \$1980, \$1320 2015 Indoor Teams will be organised through the Committee 		
l. Communication <ul style="list-style-type: none"> Policy to be developed Access to upload to the website a priority 		
m. Managers Reports <ul style="list-style-type: none"> Remind managers for reports following FSC 		
n. Policy and Procedures Development <ul style="list-style-type: none"> Base on HNSW Policy and Procedures <ul style="list-style-type: none"> Others being considered for incorporation: <ul style="list-style-type: none"> IDH policies previously developed; documents sent by Orange; Dept of Sport and Rec Research other entities Use the most relevant Procedures will need to be detailed 		
7	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 Continued development of Policies and Procedures
	Meeting Closed	11:30 am

Jan Massie

Note taker

ISCH Representative Committee

<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
» Email players outside of ISCH to trial	Jan	ASAP
» Email Simon Beaton re – open men		
» Reminders to be sent – email to John Pemberton	Janet	ASAP
» WWCC	Jan	ASAP
» Liaise with Nichole Harris		
» Post Selection Feedback – policy to be developed	Maree	ongoing
» Book turf for remaining trials U13 Boys and Girls	Janet	ASAP
» Coaches, managers and selectors to be notified of appointment	Emma	ASAP
» Contact Women’s Masters organisers	Jan	ASAP
» Communication	Jan	ASAP
» Access to upload on website		
» Manager’s reports - reminder	Jan	ASAP
» Policy Development	Committee	ongoing