

**Minutes from the Illawarra South Coast Hockey Board meeting held at Kiama Leagues Club on Monday 27 July, 2015 at 6.30 pm.**

**Present:** Marian Grant (Acting Chairperson), Sue Bessell, Scott Gee, Nichole Harris, Wes Johnston, Emma McLeish, Vanessa Phelan.

**Apologies:** Garry Bull (Chairperson).

**In attendance:** John Pemberton (Minute Secretary).

**Previous Minutes:**

The minutes from the 22 June, 2015 meeting were discussed. An email from Jan Massie and Maree Lackenby from the Representative Teams Committee regarding the letter from the five clubs had been discussed by the Board and inadvertently left off the correspondence list. The meeting agreed to amend the previous minutes to add this item to the correspondence list and the amended minutes accepted as a true and accurate record.

**Business Arising:**

**Codes of Conduct:**

A copy of the ISCH interim Code of Conduct (players, coaches, umpires, TOs, clubs, parents and spectators) had been sent by email to all ISCH registered players and a copy placed on the web site. Nichole distributed laminated A3 versions of the code for placement at each playing venue.

Formal feedback had been received from Ian Counsell, Scott Gee and Jan Massie. In particular the Board recognised the importance of developing alcohol and drug management guidelines to add to the Code.

Scott and Marian will draft a policy for distribution to Board members with the intention to finalise the guidelines and Code of Conduct at the August meeting.

**Action: Scott & Marian**

Sue distributed a draft Code of Conduct for Board members and all ISCH committees. Board members were asked to provide feedback to Sue for discussion at the August meeting.

**Action: Board members**

**Working with Children paperwork:**

Nichole had registered ISCH for the Working With Children Checklist process. She will send an email to all clubs with their requirements for the WWCC & Member Protection Declaration with HNSW and offer assistance with the process.

**Action: Nichole**

Wes will contact all unincorporated clubs regarding the incorporation process and offer assistance to these clubs to gain incorporation.

**Action: Wes**

**Judiciary Procedures:**

The Judiciary Guidelines Working Party have provided a draft Judiciary Guidelines for ISCH competition committees and asked for Board feedback. The meeting was appreciative of the Working Party's progress and will provide feedback ASAP.

**Action: Board**

**Shoalhaven Governance Issues:**

Wes plans to produce a brief of the information required for the Shoalhaven Hockey Inc internal financial audit before the end of August.

**Action: Wes**

#### **Representative Teams Committee Policy & Procedures:**

Feedback had been received for Representative Teams Committee Selection Policy & Procedures manual (field and Indoor) and is being adopted in the final document which should be completed soon.

**Action: Emma**

There was considerable discussion on team selections from the recent Women's Masters championships and Emma will form a working party (with two members each from Illawarra, South Coast and Shoalhaven women's masters groups) to formulate future selection policies.

**Actions: Emma**

#### **ISCH Logos and Colours/Branding:**

The Marketing and Events Committee had gained five proposals/quotes from local companies for the ISCH branding/logo development project. They analysed the proposal information and recommended the Board accept the Wisdom Graphics proposal.

The meeting accepted the MEC's recommendation.

**Action: Craig Nealon**

#### **Presentation Nights/Launch:**

The Marketing and Events Committee recommended that the 2015 field committee presentations be separate events rather than organise a combined presentation event. In addition the MEC suggested ISCH organise a special dinner before the start of the 2016 field season to launch the new branding/logo/colours.

The meeting accepted the MEC recommendations.

The Men's FCC have organised their traditional presentation night for Friday 28 August at the Master Builders Club. The ticket costs (3 tickets per team) have been included in the clubs fees.

Wes noted that each competition committee had a budget allocation for trophies (medallions for winners, umpires and TO; player of year and leading goal scorer per grade as well as engraving for perpetual trophies).

**Action: Wes to send trophy information and budget allocation to each committee**

In addition the Representative Team committee has \$880 allocated for representative player of the year trophies and the Officiating Committee has money in the budget for awards for umpires and TOs.

**Action: Wes to send budget allocations to these committees.**

#### **Toyota Drive Raffle:**

HNSW have organised the "Toyota Drive my Club" raffle as a fundraiser for all hockey clubs. Tickets are \$5 each and all revenue from tickets sold is returned to the selling club. The raffle is drawn on 2 October. Ticket books of 10 tickets are currently being distributed to all clubs (about 2 tickets per player allocated by HNSW). Toyota raffle signs have been erected at Illawarra Hockey Centre and Croom Hockey Centre.

#### **Officiating Strategy:**

A final version of the ISCH Officiating Strategy is near completion and will be placed on the ISCH web site soon.

## Action: Darren Fowles

### Correspondence

#### IN

#### Information and actioned:

HNSW	clarifying the position on representative indoor hockey within Sydney
Jan Massie	resignation as secretary junior field competition committee
Fair Trading NSW	best practice management of volunteers in NSW
Garry Bull	Indoor Advisory group proposed representative team committee including Indoor Hockey
Jan Massie	request amendment to June Board minutes - agreed
HNSW	EOI for future directors of HNSW & online information sessions dates
Garry Bull	information that IHI will request design assistance grant for future new field and indoor court at Illawarra Hockey Centre through the WCC Sports Planning Process
Scott Gee & Ian Counsell & Jan Massie	suggestions changes to ISCH Codes of Conduct
URAC	donation of University Field match hire charges for Call to Arms day
HNSW	Toyota Drive My Club raffle information email to all members
Jan Massie	tabling emails from Rebecca Twigg & Jan Massie regarding girls U13 rep team thanks
HNSW	weekly Toyota Drive My Club raffle information & updates
Dave Sharpe	To HNSW noting O40s championships raised \$1232 for Call To Arms donation
HNSW	"Calling All Coaches" Sporting Schools Program information sent to all clubs
Wes Johnston	To IHI regarding field hire charges for NSW Men's O40 championships – responses from Elaine Carr, Sue Abba & Garry Bull – action in financial report
Sharon Bird	Stronger Communities grant programme
Master Builders Club	confirming 2015 ISCH junior hockey sponsorship
John O'Donnell	request for input to men's masters issues – Rep Teams Committee to respond
Jan Massie	reply from Rep Teams Committee to a junior parent regarding selection trials
HSW Masters	thanks for O40s hosting & \$1500 sponsorship offer to ISCH, John O'Donnell suggests \$1500 used to purchase PA system. Awaiting advice from IHI.
HNSW	call for applications for Indoor coaches & managers
HNSW	call for applications for Indoor championships officials
Garry Bull	information regarding Australian Sports Foundation fundraising model
HNSW	information to associations regarding Wollongong accommodation etc for Indoor championships
Sue Bessell	draft codes of conduct for ISCH Board & Committees
HNSW	revised Women's Masters Charter
Craig Nealon	MEC recommendations for branding/logo proposal quotes
HNSW	2015/16 Indoor championship due dates
Darren Fowles	draft Judiciary Guidelines + final Officiating Development Strategy documents

#### For action:

Shellharbour CC **invite to Illawarra Academy of Sports scholarships presentation** Thursday 6 August. Nichole will ask Women's South Coast CC members if they can attend to represent ISCH.

#### Action: Nichole

Lynne Frew **Women's South Coast Competition committee request** to use 8 rounds as the final series qualification number for all grades – noting that 2<sup>nd</sup> and 3<sup>rd</sup> grade play differing numbers of rounds. The meeting accepted the request.

#### Action: John to inform Lynne

HNSW                      **EOI to host Women's Masters 2016 half state – applications due 14 August.** The meeting confirmed it would not apply to host any further NSW championships until the hire charge issue with IHI is resolved.

**Action: Garry**

## OUT

Rep teams	EOIs for U11 girls coach, managers & selectors
John Pemberton	replies to junior field competition & clubs from last meeting
John Pemberton	request to URAC & IHI to donate field hire for Call To Arms day
Darren Fowles	to junior clubs regarding junior umpires development forum
Garry Bull	to all players - interim Code of Conduct
Darren Fowles	to junior clubs explaining second round of U11 competition
Garry Bull	thanks to Dave Sharpe for organising Call to Arms day
Darren Fowles	to junior clubs - minkey program guide
Wes Johnston	suggested changes to the representative teams policy document
Garry Bull	suggested changes to the representative teams policy document
Jan Massie	U11 girls selection trials information to clubs
Elaine Carr	to women's teams regarding Pink Socks day
Garry Bull	to all players regarding EOI Indoor Competition Committee positions
Sue Abba	to HNSW application for HNSW Women's Masters sub-committee position
Emily Ward (MEC)	to Board with event proposal for presentation nights and major launch

## For action:

Garry Bull                      to Jan Massie response regarding **alleged Board confidentiality breach**. Jan lodged her complaint to Board members on 18 May (but did not include the ISCH secretary in the distribution list and unfortunately the complaint was not raised at the June meeting). Jan enquired about a Board response on 24 June and Garry responded (to Jan and Board members) on 26 June noting the lack of an ISCH confidentiality policy and outlining the grievance procedure.

The 18 May complaint from Jan Massie was raised at the meeting. It involved allegations regarding a Board members actions. The meeting agreed that procedural fairness must allow the Board member to respond to the allegations. Marian will send a copy of the allegations to the Board member and ask that they provide a written response for consideration at the August Board meeting.

**Action: Marian**

## Committee Reports

Minutes from the following committees were received and are stored on the ihockey web site under Resources – Marketing & Events, Representative Teams, Shoalhaven and Women's South Coast.

## Finance:

**Financial Statements:** Wes distributed a copy of the ISCH Financial Statements to Board members. The statements included a Balance Sheet, Profit & Loss with performance against budget, Aged Receivables, Aged Payables and ICU bank statement to 27 July 2015. In addition Wes distributed a full P&L statement showing income and expenditure for each month.

The meeting accepted the financial statements and Marian signed the bank statement sheet.

Key Items:

- All clubs and players who have a debt 31 days or greater and who do not have an arrangement in place with the treasurer are unfinancial and will result in competition rules being enforced for unfinancial status. Details page 7 of the financial report.
- All representative teams including Women's Masters have been invoiced apart from U15 Girls, U13 Boys and U13 Girls. Once details are provided from the Representative Team Committee for the outstanding age groups invoices will be issued.
- State Championship Hosting costing overruns including invoicing for the difference in turf hire between what Hockey NSW pay and Illawarra Hockey Inc. charge. A meeting is urgently required with Illawarra Hockey Inc. prior to bidding for any future tournaments to ensure hosting costs are not worn by ISCH when Illawarra Hockey Inc. generate all of the revenue from facility hire, canteen rights and bar sales.
- Illawarra Hockey had previously advised that the Sponsorship arrangements with the Illawarra Credit Union would be terminating 30<sup>th</sup> June 2015. The treasurer of Illawarra Hockey has not paid the final sponsorship payment of \$2,750 claiming the agreement ends on the 31<sup>st</sup> March 2015. This creates a \$5,000 shortfall in sponsorship that was not anticipated.

The meeting re-confirmed the June meeting decision that for future NSW championships IHI be asked to cover all championship hosting costs i.e. that ISCH hosting be cost neutral.

**Action: Garry**

### **Indoor Hockey:**

Nominations had been received for the following indoor committee positions:

Darren Fowles	junior co-ordinator
Peter Huk	competition co-ordinator
Judy Hooper	competition co-ordinator or women's co-ordinator or women's fixtures

The meeting confirmed the appointment of Peter Huk (competition co-ordinator), Judy Hooper (women's co-ordinator) and Darren Fowles (juniors co-ordinator).

**Action: John to inform each person**

Wes provided the following report from the Indoor Advisory Group.

**Status Report** - *The group has met 3 times to work on its allocated tasks with the status as follows:*

### **Committee Structure**

*Complete. Recommendation that a data entry officer be employed for the indoor competitions to enter match result sheets @ \$2 per sheet to reduce the workload of registrars. Warren Gale is happy to take on a role in the Men's Indoor section and Donna Rieck is happy to help out with Women's.*

### **Competition Nights**

*Recommended that no change occur to the current competition nights for the 2015 season with a view to combining the premier division nights for men and women in 2016.*

### **Competition Rules**

*The competition rules have been merged into a single draft document. This is now in its 3<sup>rd</sup> draft and being reviewed by the committee and will be available prior to the August board meeting. The current draft is attached but there are small changes proposed that will be incorporated this week.*

### **Indoor Representative Teams**

*The group previously submitted a draft document to the board including indoor roles on the Representative team structure. It should be noted that the expression of interest for the Representative Team Committee earlier this year specified field hockey not indoor hockey. It is recommended that ISCH adopt the structure and that for the 2015 season Ern Orth be appointed to the Mens Indoor Role and Judy Hooper be appointed to the*

*Womens Indoor Role. The Indoor Appointment panel on the draft Representative Team structure will need to be filled quickly to allow transparency to the appointment of coaches and selectors to the Indoor Representative Teams. Eligible persons (Level 2 coaches and current state team coaches) to the indoor appointment group are Peter Huk, Judy Hooper, Claire Rieck, Gaye Tarrant, Ern Orth, Emma McLeish, Wes Johnston, Barry Reid.*

The meeting acknowledged the report and agreed to appoint Warren Gale as men's co-ordinator and gave authority to co-opt Donna Rieck to a committee role.

The Representative Team Committee will consider the representative team co-ordinator role(s) suggestion.

**Action: Emma**

**Junior Field competition:** Wes distributed the following report:

*The Under 18 competitions have completed with the following Award winners:*

*U18 mixed*

*Major Premier: Fairy Meadow*

*Minor Premier: Wests Illawarra Blue*

*Leading Goal Scorer: Patrick Everett (University)*

*U18 girls*

*Major Premier: Wests Illawarra*

*Minor Premier: Wests Illawarra*

*Leading Goal Scorer: Keeleigh McCauley (Avondale) & Kelsey Hughes (Wests Illawarra)*

*The Saturday Under 11 and Under 13 have now split into A & B Division for the remainder of the season, Trophies have been ordered for presentation at the grand finals and will be presented by Life Members.*

*Committee Changes - Pat Preeo has taken over the role of secretary and Wes Johnston is acting in the role of registrar until a suitable replacement is found. Nadine Reed has taken on the role of Minkey Co-ordinator and is in the process of organising the end of season carnival that will take place on the 15<sup>th</sup> August at Lindsay Mayne.*

*Registration Issues - A review has been conducted of all matches played this season. The record keeping for junior matches was not accurate and many match result sheets have not been accurately entered into the system.*

*Of concern was the use by Gerringong Club of 3 players who were not formally registered to their club. This had been occurring all year for one of the players and a couple of months for the other two. When this was investigated it became apparent that past members of the committee have been entering Gerringong's Junior and Senior results this year as no members of their club had knowledge of how to enter results and no members had been set up to do it. Recommendation to the board is that Gerringong not be penalised as it is the fault of committee members that this has occurred.*

*Currently there are 8 missing junior match result sheets from the period leading up to the resignations that are in the process of trying to be located with the clubs.*

The meeting noted the junior FCC report and accepted the appointments of Pat Preeo, Wes Johnston and Nadine Reed to the committee positions.

**Women's South Coast competition:** Nichole noted:

- A joint meeting of the Women's Illawarra and Women's South Coast field competition committees was held to discuss the 2016 competition formats. WSFCC have made some further 2016 format suggestions and are awaiting WIFCC's reply.
- The Monday development clinic organised by Tracey Shephard for U9s and U11s at Croom Rd concluded with a BBQ and presentation last Monday. The sessions had been very successful and WSFCC thanked Tracey for her efforts.

**Shoalhaven competition:** Scott and Vanessa noted:

- The Ashlee Williams fundraising and junior gala Day was held last Saturday. Over 80 junior players took part in sessions organised by RCC Ben Senior and Kookaburra Tristan White and other first grade ISCH players.
- The Hookin2Hockey program starts next Thursday at SHC with 24 players registered.
- A proposal to run a summer twilight competition is near completion.

**Representative Teams:** Emma noted

- The Committee Structure flow chart is near completion. Emma will distribute to Board members for approval.
- The finalised Representative Teams Committee Selection Policy & Procedures manual will be added to the web site.
- Jan Massie as secretary will be given access to the website to add RTC messages.

**Action: Wes**

**Game Development:** Sue noted:

- A Development Clinic at Croom Hockey Centre on Tuesday 30 June was very successful and Sue thanked Tracey Shephard and Ben Senior for their organisation.
- An Indoor Hockey skills development day is planned before the start of the Indoor competitions – date and venue to be announced.

**Officiating:** Darren Fowles reported:

- The Officiating Committee and Junior FCC held a junior development forum on 13 July. 16 umpires attended and registered as community umpires for practical accreditation at the end of the season.
- A junior indoor development forum will be organised before the start of the indoor competitions.
- A Level 1 Hockey Ed Technical Officers course was held on 25 June with 9 new TOs accredited.

**Marketing & Events:**

- The Australian Country Men's and Women's championships will be held from 8 to 15 August at the Illawarra Hockey Centre. The championships are using RR field at the centre and ISCH competition matches will be held on GK field during this time. Championship organization is progressing.
- The Call to Arms men's cancer awareness appeal raised \$2300 which will be donated to the NSW Cancer Council.

The committee were concerned about publishing information about children to the internet without adequate safeguards in place. The meeting discussed the HNSW registration form player agreement to publish clause and a possible permission to publish form.

**Action: for further discussion at the August meeting**

**Next Meeting:**

Monday 24 August at 6.30 am at Nowra.

**Action: Scott to book a venue**

Marian Grant,  
Acting Chairperson