

**Minutes from the Illawarra South Coast Hockey Board meeting held at Bomaderry Bowling Club on Monday 24 August, 2015 at 6.30 pm.**

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

**Apologies:** Marian Grant.

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

**Previous Minutes:**

The minutes from the 27 July, 2015 meeting were accepted.

The meeting discussed the process of acceptance of draft minutes and outward communications, confirming that all members should respond ASAP (within 24 hours) to make any alterations to the communications so that they can be sent in a timely fashion. In addition, any confidential items should be confirmed at the Board meeting and/or before the minutes are distributed.

The meeting looked to address the large volume of emails sent by individuals directly to the Board for resolution. It felt that in many examples club executive members should make their requests to the relevant committee who should attempt to resolve the matter. The relevant committee should then make recommendations to the Board if for example the resolution lies outside the competition rules. If the Board accepts the recommendation, changes to the committee policy and procedures document could be made regarding the resolution. Garry will produce a flowchart for review by the Board and a communication to all committees and members,

**Action: Garry**

**Business Arising:**

**Codes of Conduct:**

Scott has commenced a draft alcohol and drug management guidelines to add to the interim Code of Conduct.

**Action: Scott**

The meeting adopted the draft Code of Conduct document for Board members and all ISCH committees prepared by Sue Bessell asking for any suggested changes to be submitted before the September meeting.

**Action: Board members**

**Working with Children paperwork:**

Nichole sent an email to all clubs with their requirements for the WWCC & Member Protection Declaration with HNSW. All clubs are responsible for WWCC registration and verifying registration for individuals working with children (i.e. U18). ISCH is responsible for verifying registration for coaches, managers and officials associated with representative teams. The Representative Team Committee have all relevant data for 2015 representative teams.

The meeting felt ISCH should appoint a Member Protection Officer. Part of the position role would be to record all WWCC identity numbers for clubs, committees and representative teams and to answer enquires regarding WWCC matters.

**Action: Nichole to speak to Katie Corbin regarding MPO position description**

Once the position description is finalised, an EOI for the member Protection Officer will be distributed.

**Action: Garry**

**Incorporation:**

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

**Action: Wes**

**Shoalhaven Governance Issues:**

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

**Action: Wes**

**Judiciary Procedures:**

A final draft Judicial Procedures & Guidelines document had been sent by Darren Fowles (from the Judiciary Working Party) and received by Board members just before the meeting. Board members will review and provide comments by Thursday with a plan that a finalised document can be adopted by the Board on Friday for distribution and use for the ISCH field competition final series. The new judicial guidelines will necessitate changes to the Judiciary section in the competition rules.

**Action: Garry & Board members**

Former IDHI Judiciary chairman John O'Donnell had sent several emails regarding the current judiciary process and Garry had spoken to John about his concerns highlighting the development of the new Procedure and Guidelines and intended separation of the judicial process from the officiating function as soon as possible.

Garry will contact the Working Party members (Wayne Billett, Katie Corbin and Dave Sharpe) to ask if they serve as Judicial Panel members during the final series. He will also send a letter of thanks to Darren Fowles and the Officiating Committee members for their roles in the interim Judiciary Committee whilst the new guidelines were developed.

**Action: Garry**

**Representative Teams Committee structure:**

An updated RTC structure document was adopted by the meeting. The new structure separates the role of Chairperson and Board member and the meeting accepted the appointment of Judy Hooper to the chairperson role with Emma McLeish continuing in the role of board member to the RTC. Ernie Orth had also been appointed to the RTC as indoor co-ordinator.

**Action: Emma to inform Judy**

The meeting decided that the RTC appointments panel selection criteria should be expanded from the co-ordinator and Level 2 accredited coaches to include NSW coaches and selectors and persons of significant hockey experience at the discretion of the RTC.

Emma will form a working party (with two members each from the previous Illawarra, South Coast and Shoalhaven women's masters groups) to formulate future selection policies.

**Actions: Emma**

**Officiating Strategy:**

A final version of the ISCH Officiating Strategy document will be placed on the ISCH web site soon.

**Action: John**

**Disputes Resolution Procedures:**

Garry will prepare a draft Disputes Resolution Procedures document for review at the September Board meeting.

**Action: Garry**

### **Alleged Confidentiality Breach:**

A written response to the alleged confidentiality breach was tabled at the meeting. The meeting discussed the allegation (in the absence of the member concerned) and determined that there was no breach of confidentiality under the current ISCH constitution and that no further information will be requested from either party on the matter. It did acknowledge that such matters would be dealt with in the future incorporating the Board members Code of Conduct adopted earlier in the meeting.

The decisions were discussed with the board member and Scott will write to Jan Massie.

**Action: Scott**

### **Publishing information about children on the internet:**

The committee were concerned about publishing information about children to the internet without adequate safeguards in place. The meeting felt this matter should be included in the member protection officer role description.

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

## **Correspondence**

### **IN**

#### **Information and actioned:**

Darren Fowles	appointment Michelle Klaus as Officiating committee secretary & enquiry if Officiating Committee activities continue through the Indoor season. Response – yes.
Joy Bassett	late nomination as Secretary Women's Indoor committee. Forwarded to the indoor committee.
IAS	applications for coach & manager for 2016 Hockey scholarship program.
Judy Hooper	request for explanation for indoor positions on Rep Teams committee. Sue responded.
HNSW	Sports Schools Program information.
Scott Gee	resignation co-ordinator Shoalhaven field competition committee.
HNSW	applications for coach, assistant coach & manager U15s, U18s & U21s NSW field teams.
Judy Hooper	request for explanation of her appointment of indoor committee positions, Sue responded.
HNSW	information for Working With Children check process.
HNSW	webinar information "online communication tools".
HNSW	EOIs to host 2016 field state championships. Not applicable – lack of grass fields.
Ernie Orth	request explanation of his role indoor committee. Resolved with conversation by Emma.
Lynne Frew	WSCFCC request decision on 18 July non played match. Board acceptance & reply.
HNSW	list of players with current suspensions for red cards. No ISCH players.
Darren Fowles	Matthew Lees appointment as Shoalhaven officiating co-ordinator
Darren Fowles	outcomes shoalhaven judiciary matter 1 <sup>st</sup> August match & recommendations. Vanessa noted the shoalhaven field committee had accepted the recommendations and information will be sent to clubs soon.
HNSW	strategies for increasing participation website.
HNSW	2016-18 indoor masters championships to Goulburn HA.
HNSW	2015-16 Indoor & Summer registration, Fee Schedule and state championships planner.
	Forwarded to indoor committee.
Anthony Gibson	umpires report for 2 <sup>nd</sup> grade match on 9 August. Judiciary outcomes received.
John O'Donnell	judiciary concerns (several emails). Garry spoke to John at length.
IAS	2015 presentation night invite. Garry attending.
Dapto HC	to IHI request to hold BBQ on men's grand final day. Illawarra Hockey board matter.
Wanderers Tours	information about upcoming senior & junior player tours. Distributed to clubs by Janet Cowan.
HNSW	2016 men's masters championships provisional dates & venues.
Darren Fowles	outcome judiciary meeting 20 August.

Darren Fowles                      complaint Dapto HC and John O'Donnell

**For action:**

HNSW                      2015/16 Centre of Development U13s & U15s information. There is a clash of dates as the COD U15 girls program is scheduled for the same time as the ISCH U15 girls indoor competition.

**Action: Sue to discuss with Ben Senior**

Jan Massie                      request for correspondence regarding U18 AP Green vs Shoalhaven match.

**Action: Garry to reply**

Scott Gee                      request for an investigation into the judiciary process regarding 1<sup>st</sup> August shoalhaven match. The meeting will form an investigatory group of Wayne Billett (chair), John O'Donnell and Garry Bull. The group will be asked to make recommendations to the Board for discussion at the September meeting.

**Action: Garry**

**OUT**

Garry Bull	to IHI Board regarding hosting championships costs.
Marian Grant	request to board member for written reply to alleged confidentiality breach.
John Pemberton	to WSCFCC – Board acceptance final series qualification request.
John Pemberton	to HNSW outlining Toyota Drive My Club raffle status.
John Pemberton	to Craig Nealon (MEC) – Board accept Wisdom Graphics proposal for ISCH branding.
John Pemberton	to Peter Huk, Judy Hooper & Darren Fowles – indoor appointments.
RTC	Open indoor teams selection trials invite.
RTC	invite for Ernie Orth to join as indoor appointments co-ordinator.
RTC	EOIs for indoor rep team selectors, coaches, managers & umpires.
Sue Bessell	reply to Judy Hooper regarding indoor appointments.
RTC	U15s indoor teams selection trials invite.
Emma McLeish	to Lynne Frew – Board approval to play 18 July match.
Indoor committee	to all players – team nominations due.
Nichole Harris	to clubs - Working With Children check information
Darren Fowles	to junior club and coaches warning about misconduct issues.
Game Development	junior indoor development clinic information

**Committee Reports**

Minutes from the following committees were received and are stored on the ihockey web site under Resources – shoalhaven field, men's field, combined women's, officiating, representative teams.

**Finance:**

Wes will distribute a list of unfinancial clubs and players reminding all clubs that all players and clubs must be financial to play in the final series.

**Action: Wes**

**Indoor Hockey: Wes noted:**

- Competition committee will meet next Monday to finalise team nominations and competition format.
- All clubs will meet on Wednesday to discuss competition matters.
- The Indoor Advisory Group will finalise the new competition rules soon.

Garry asked that another board member be found to be the representative on the indoor committee. Wes will replace Garry.

**Action: Wes**

**Men's Field Competition:**

A number of requests for changes to the final series player qualifications had been received. The meeting advised that such requests should be submitted to the MFCC for discussion initially and the MFCC should make recommendations for the Board to consider if they cannot resolve the requests.

**Action: Garry**

**Women's Illawarra Field Competition:**

Wes noted that the WIFCC are meeting tonight to discuss the 2016 competition format.

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

- WSCFCC started their final series last weekend to fit the WSCFCC grand finals in the overall final series.
- The WSCFCC committee were very disappointed that WIFCC had not replied to their July request for further discussions on the 2016 competition format.

**Shoalhaven competition:** Vanessa noted:

- The Toyota Drive My Club raffle tickets have been distributed to all clubs and the advertising banner promoted at the field.
- The womens competition included an extra team than originally budgeted and a BBQ will be held during the final series to raise funds to pay the additional competition fees.
- The Shoalhaven competition committee plans to adopt the ISCH competition rules for the future. The SCC will review the differences between the new and current rules before finalizing the new rules.
- Matthew Lees is the new Shoalhaven member on the Officiating Committee.

**Representative Teams:**

Emma noted the RTC plan to make annual awards for the Open, Masters and Juniors Representative Player of the Year for men's and women's competitions. For 2015, they felt the selection criteria should be those of the previous associations and that presentations be made on the respective Grand Final days. Emma will ask John O'Donnell to collate the various men's masters award winners for 2015 i.e. O40s, O45s, O50s & O55s. The RTC recommend that ISCH organise a workshop to standardise award criteria, trophies etc for 2016 awards (field and indoor).

**Game Development:**

Sue noted the upcoming juniors indoor development clinic - U9s & U11s (19 September), U13s (26 September) and U15s (3 October) at the Illawarra Hockey Stadium from 9.00 to 11.00 am on each day.

**Marketing & Events:** Garry noted:

- Hockey Australia will announce on Wednesday that the Australian Indoor Championships (U13s, U15s, U18s, U21s and Opens – men's and women's) will be held at the Illawarra Hockey Stadium for both 2016 and 2017 – from 4 to 25 January.
- Actions need to be taken with the relevant field competition committees to ensure the Grand Final weekend events are a success.

**New Business:**

1 Garry will prepare a draft document for an ISCH Strategic Planning Session hopefully in November.

**Action: Garry to present at the September meeting**

2 The 2015 ISCH AGM will be organised for a date to be announced in November. The ISCH financial years ends on 30 September and Wes will organise audited financial statements in October.

**Action: Garry**

**Next Meeting:**

Monday 14 September at 6.30 am at Illawarra Hockey Centre.

Garry Bull,  
Chairperson