

Illawarra South Coast Hockey Board

Minutes: Tuesday 16 February 2016

6:00 pm

Kiama Leagues Club


TYPE OF MEETING	Bi-monthly Board Meeting
ATTENDEES	Garry Bull (Chairperson), Sue Bessell, Marian Grant, Nichole Harris, Wes Johnston, Maree Lackenby, Vanessa Phelan (departed meeting at 7:45 pm)
SECRETARY	Jan Massie

Meeting opened: 6:10 pm

1	WELCOME	Garry welcomed everyone to the meeting. Welcome Jan Massie (secretary)	
2	APOLOGIES	Scott Gee (email sent)	
3	Amendments to the previous minutes Dated 15/12/2016	NIL	
4	Acceptance of the Minutes of the previous meeting	'That the minutes of the previous Board meeting on 15 December 2015 be accepted' Moved: Nichole Harris Accepted: Maree Lackenby Passed.	
5	Business Arising from Previous Minutes 19/10/15 (5.1 – 5.13)	Action by	Date Completed
5.1	Nichole indicated South Coast Women Competition Committee not receiving group email. Wes indicated he would update the email addresses which should solve the communication issues	Jan	7/2/16
Outcome	<i>Email created and current members linked to email address</i>		
5.2	ISCH Organisation Communication flowchart – not completed yet	Garry	ongoing
Outcome	<ul style="list-style-type: none"> Garry and Jan will work on communication together to enable a working model across the organisation. Garry and Jan to develop draft flowchart document and send to Board members Good ideas came from the Forum to enable a draft. Further suggestions: 'This email has been sent to . . .'/banner to announce who email is going to Garry suggested any feedback be sent to admin@ihockey.com.au ISCH Board – some decisions will need to be done by email as the meetings are bi-monthly 		
Further Action	Garry and Jan to organise a time to get together and develop a draft flowchart.		
5.3	Comparison review of HA Member Protection Policy and ISCH Code of Conduct – not completed as yet.	Garry	ongoing
Outcome	<ul style="list-style-type: none"> Policy to include drugs and alcohol. Katie Corbin will assist Garry to go through the policies together Link to HA policy – Association to recognise HA in their policy documents 		
Further Action	Garry and Katie to get together.		
5.4	ISCH Member Protection Information Officer EOI. No responses as yet. Katie Corbin to be approached. May need to be re-advertised.	Garry	completed
Outcome	<i>Katie Corbin has agreed to take on the role of the Association's Member Protection Information Officer (MPIO). Welcome Katie</i>		
5.5	Status of Unincorporated Clubs. A work in progress with 5 Clubs to go. Wes will continue to assist	Wes	ongoing

Outcome	<ul style="list-style-type: none"> • <i>Still moving forward – Wes to continue to assist clubs</i> • <i>currently 3 x clubs in process Saints, Avondale and St Georges Basin in process</i> • <i>If not incorporated by the next AGM – Presidents to become the contact clubs cease to be affiliated</i> • <i>Wes to forward a list to Vanessa to complete</i> • <i>Wes going to contact Fair Trading to investigate the 'state' of compliance and assist clubs to update their compliance</i> 		
Further Action	Wes to forward list of unincorporated clubs to Vanessa Wes to investigate state of compliance of clubs and assist where necessary		
5.6	Judicial procedures and Shoalhaven investigation recommendations review. Report received but progress of implementation into Judicial Procedures is incomplete. Scott to review with Wayne Billet for next meeting	Scott	ongoing
Outcome	<ul style="list-style-type: none"> • <i>No action – Scott away</i> • <i>Needs to be completed prior to start of the season and changes approved.</i> • <i>Garry to follow up with Scott</i> 		
Further Action	Scott to follow up with Wayne Billett		
5.7	A Croome Hockey Turf Renewal Committee is to be formed. Croome Hockey Centre Management Committee have requested EOI's	Garry	ongoing
Outcome	<ul style="list-style-type: none"> • <i>Ian Frew nominated through the EOI process; Garry met with Ian</i> • <i>South Coast Women's Competition Committee met and stressed the importance of getting on-board</i> • <i>Need for passionate people who want to learn/ need to get clubs more involved</i> 		
Further Action	For Croom Hockey Centre Management Committee to recruit further members and keep ISCH informed of progress		
5.8	Options paper for SCWHA and transfer of Life Members has been prepared and sent by Wes. Likely meeting of SCWHA in January 2016	Nichole	ongoing
Outcome	<ul style="list-style-type: none"> • <i>Wes passed the options paper and a SCWHA will be calling a meeting</i> 		
5.9	Strategic Planning Forum Update. Michael Hough has been secured as Facilitator and it is likely a venue at Wollongong Uni has been arranged at zero cost. Suggested date seems to be 31/1/16 with possible SGM commencing at 9.00am. Who attends – ISCH Board, 2 or 3 members per Club as a maximum plus Life Members including SCWHA Life members	Garry	completed
Outcome	<ul style="list-style-type: none"> • <i>Forum was well attended; appeared to be successful</i> • <i>Feedback has been excellent; Will enable the Association to move forward</i> • <i>Constitutional requirement to have a strategic planning session once a year</i> • <i>Sue: vote of thanks to Garry and thought it was a good process</i> • <i>Marian: are we going to plan/draft a strategic plan</i> • <i>Scott thanked Garry for his efforts, but felt the other Board members could have had more input</i> 		
Further Action	Garry will put together a Draft Strategic Plan (short term) to be put to the Board prior to the next Board Meeting		
5.10	Annual Report Update. Garry to compile with a view that it will be available by next SGM or mid-February	Garry	ongoing
Outcome	<ul style="list-style-type: none"> • <i>Some work achieved - Gave Committees an opportunity to make additional changes</i> • <i>1-2 days required to complete – possibly by end February</i> • <i>Marion offered assistance</i> 		
Further Action	Marion and Garry to work together to complete Annual Report		
5.11	Follow up on EOI's. For ISCH Secretary there was one response from Jan Massie. Following discussion, it was agreed that Garry Bull and Maree	Garry/Maree	completed

	Lackenby speak to Jan about relinquishing her other current roles and need to prioritise this role with focus on communications.		
Outcome	<ul style="list-style-type: none"> <i>Jan appointed as Secretary and has relinquished her position on the Representative Teams Committee (pending a replacement)</i> 		
5.12	Sutherland Hockey Request to play in our competition. Agreed that policy should be ONLY to allow clubs from outside our region if vacancy exists in the relevant competition		completed
Outcome	NA – item previously completed		
6	Business Arising from Previous Minutes 16/12/15 (6.1 – 6.8)	Action by	Date Completed
6.1	EOI for Men's Field Competition Coordinator position required with responses by end of January	Garry	pending
Outcome	<ul style="list-style-type: none"> <i>There were no responses to the EOI –</i> <i>EOI to be resent out – preferred in place prior to next MFCC meeting</i> <i>Garry will continue to act in the Coordinators position</i> <i>John Pemberton is Secretary and Registrar with Janet Cowan as Fixtures Coordinator</i> 		
Further Action	EOI to be resent with reasoning on need for position to be filled by other than Garry		
6.2	Status of Under11's teams as Development teams and not Rep teams to be discussed at next Game Development meeting	Sue	pending
Outcome	<ul style="list-style-type: none"> <i>Meeting scheduled for next week</i> <i>A conversation between the Game Development Committee and Representative Teams Committee to be arranged</i> 		
Further Action	Development Committee and Representative Teams Committee to make contact		
6.3	RCC is to be invited to Strategic Planning Forum	Garry	completed
Outcome	<ul style="list-style-type: none"> <i>Ben Senior was invited but he was unavailable due to HNSW U21 commitments</i> 		
6.4	Inclusion of SCWH Life Members will be progressed using options paper with possible meeting of SCWHA in January 2016	Wes/Nichole	ongoing
Outcome	<ul style="list-style-type: none"> <i>To be raised at the next meeting of SCWHA</i> 		
6.5	Working with Children Check obligations be raised at the Forum so Clubs are aware.	Garry	
Outcome	<ul style="list-style-type: none"> <i>Raised at the Forum</i> <i>Information to be reissued to Clubs outlining their obligations by Katie Corbin</i> <p><i>Proposal: Wes to draft a 'Club Governance Checklist' for all Clubs of ISCH to be presented at the next Board meeting.</i></p> <p><i>Moved: Maree Lackenby Seconded: Sue Bessell passed unanimously</i></p>		
Further Action	Clubs to be notified of the obligations Wes to draft a 'Club Governance Checklist'		
6.6	All clubs be consulted to give feedback on colours by the next SGM possibly on 31/1/16	Garry	ongoing
Outcome	<ul style="list-style-type: none"> <i>Garry reported that the use of a professional company was not going ahead</i> <ul style="list-style-type: none"> <i>Marketing and Events Committee took control for design of logo</i> <i>The presented 'style' of uniform was a template to show the colour – not the uniform design</i> <i>The style and material of uniforms will be decided by the Representative Teams Committee most likely via a 'Working Party'</i> <i>Not all ISCH clubs have been consulted to date</i> 		

	<ul style="list-style-type: none">• Maree reported:<ul style="list-style-type: none">○ All ex SCWHA players were consulted○ Many members submitted feedback and were able to comment as they had a visual○ Majority of feedback – not happy with what was put forward○ Gave reasons;<ul style="list-style-type: none">▪ Too much red▪ Wrong purple▪ Why grey▪ No Shoalhaven colours○ Alternate designs were also submitted using all colours – red, purple, white, green and black○ Combination of colours is a possibility• Further rigorous discussion continued. Main points:<ul style="list-style-type: none">○ Uniforms and colours are an important issue in the hockey community○ Members need to see alternatives to have an informed decision <p><u>Proposal:</u></p> <ol style="list-style-type: none">1. That the Marketing and Events Committee prepare three (3) alternate colour options within a month.<ol style="list-style-type: none">1.1. The three (3) options be sent to the ISCH membership for comment1.2. Feedback to be reviewed by the Board for final approval at a Special General Meeting to be held in May 20162. If this is not achievable by the Marketing and Events Committee, then the Board will make a decision to present at the Special General Meeting <ul style="list-style-type: none">• In order to move forward, the Board were able to endorse a logo <p><u>Motion:</u> That we adopt the 'Basic Design Element' as the Illawarra South Coast Hockey Association official logo</p> <p><u>Moved:</u> Sue Bessell <u>Seconded:</u> Marian Grant Passed</p> <div></div>		
6.7	HNSW wants detail of current uniform including socks from all associations by the end of February 2016. Request to be passed on to Rep Teams	Jan	8/2/2016
Outcome	• Email from HNSW forwarded to Rep Teams – Janet to action		
6.8	Email from Judy Hooper seeking a review of Rep Teams operations. The Board determined to reply to Judy, acknowledging her email and requesting she reply with any ideas or suggestions she might have.	Garry	
Outcome	<ul style="list-style-type: none">• Representative Teams Committee draft restructure sent by Judy Hooper, seeking ratification by the Board. EOI to be advertised if approved.• Board felt there were too many people in the proposed restructure<ul style="list-style-type: none">○ Administration roles – good idea/ need to be filled immediately○ Workload to be manageable parcels○ Doesn't require a gender split○ Suggestion – split on age not gender <p><u>Proposal:</u> Representative Teams Committee review the new structure at their next meeting – agreed</p> <p><u>Recommendation:</u> Coordinator and Board member agree to on what positions need to be advertised</p> <p>Proposed by Wes Johnston Agreed unanimously</p>		
Further Action	Maree to inform Representative Teams Committee to review restructure at their next meeting (Wed 17 Feb)		
7	Correspondence	List provided to all members and attached	
8	Committee Reports and Minutes		
8.1	<u>Finance:</u> Wes Johnston <ul style="list-style-type: none">• Board members would like to have them sent earlier• Wes would like to send the Financial statements out at the end of each month, was involved with Indoor		

	<ul style="list-style-type: none"> • <i>We recommended that a member of the Finance Committee be on the larger Committees</i> • <i>AP RSL (Men) Club is unfinancial – Indoor teams</i> • <i>Clubs to forward the list of unfinancial players to forward to HNSW</i> • <i>Clubs to finalise team fees</i> <p><u>Motion:</u> The Financial Report for ISCH ending 16 February 2016 be accepted</p> <p><u>Moved:</u> Wes Johnston <u>Seconded:</u> Nichole Harris Agreed unanimously</p> <ul style="list-style-type: none"> • <i>Report to be emailed</i>
8.2	<p><u>Indoor:</u></p> <ul style="list-style-type: none"> • <i>All competitions finished in December; finished for the season – all went well</i>
8.3	<p><u>Junior Field Competition:</u> Wes Johnston</p> <p>Minutes 10/12/15 and 1/2/2016 received.</p> <ul style="list-style-type: none"> • <i>Due to a lack of teams, no U18 Girls competition</i> • <i>Gender based Gala night is being organised</i> • <i>Discussion – Re: Minimum age for U15 Girls competition</i> <ul style="list-style-type: none"> ◦ <i>Players only eligible in the age group or one below i.e. 13, 14 or turning 15</i> ◦ <i>No younger, gender based competition; section of the playing membership that prefer to play in gender based competitions</i> ◦ <i>Change the age rule</i> <p><u>Motion:</u> Applications will be considered one (1) year outside the current rule criteria</p> <p><u>Moved:</u> Wes Johnston <u>Seconded:</u> Marian Grant Agreed unanimously</p> <ul style="list-style-type: none"> • <i>Discussion – Re: awarding of trophies</i> <p><u>Motion:</u> Trophies not be awarded to the runners' up</p> <p><u>Moved:</u> Marian Grant <u>Seconded:</u> Maree Lackenby Agreed unanimously</p>
8.4	<p><u>Men's Field Competition:</u> Garry Bull</p> <p>Minutes 1/2/2016 received.</p> <ul style="list-style-type: none"> • <i>Mittagong Hockey Club accepted into Men's Competition at MFCC meeting</i> <ul style="list-style-type: none"> ◦ <i>Positive implication for 1st Grade – creates a seven (7) team competition</i> ◦ <i>Home ground – Welby (near Robertson), sand based</i> ◦ <i>Requested home games to be played on Friday nights</i> • <i>Feedback to MFCC: all games to be played at grounds/turfs within our region</i> <p><u>Recommendation:</u> The Board recommends that the Men's Field Competition Committee takes steps to ensure that all games be played at grounds within the ISCH boundary</p> <p><u>Moved:</u> Wes Johnston <u>Seconded:</u> Sue Bessell Agreed unanimously</p> <ul style="list-style-type: none"> • <i>This recommendation should apply to any Club that asks to be invited into any ISCH competition</i>
8.5	<p><u>Women's Illawarra Field Competition:</u> Marian Grant</p> <ul style="list-style-type: none"> • <i>Meeting to be held 25 February 2016.</i> • <i>Survey was sent to all Illawarra clubs to get an indication as to whether the Board decision to retain the 2015 competition structure needed to be changed</i> • <i>Any playing preferences to be sent to Lynne Frew (SCWFCC) and Sue Abba (IWFCC) and to fixture member on both committees</i> • <i>Division 1 results to be sent to the registrars on both the IWFCC and the SCWFCC</i>
8.6	<p><u>Women's South Coast Field Competition:</u> Nichole Harris</p> <p>Minutes 8/2/16 (Exec) & 14/2/16 (Gen)</p> <ul style="list-style-type: none"> • <i>Competition starting earlier 11 March 2016</i> • <i>Team nominations due by 1 March 2016</i> • <i>EOI from clubs to fill vacancy (Secretary) due by 1 March 2016</i> • <i>Bev Thompson has stepped down from Officiating; Tracey Sheppard has been accepted into this position, leaving Lynne Frew as the Coordinator</i> • <i>Currently only 2 Division 4 teams have nominated – does not look good, other options will be looked at</i> • <i>Rule changes: would like game deferments reduced to a shorter time period</i> <p><u>Recommendation:</u> Deferments must be played within twenty-one (21) days from the scheduled match time and prior to the commencement of the last competition round</p>

	<p><u>Moved</u>: Nichole Harris <u>Seconded</u>: Marian Grant Agreed unanimously</p> <ul style="list-style-type: none"> The SCWFCC put forward the following proposal at their recent meeting and submit it to the Board for their support <p>'A complete competition review of the 2016 competitions and formats including Juniors, Men's and Women's competitions held at Illawarra, South Coast and Shoalhaven (all grades, all genders, all venues) be undertaken and submitted to the ISCH Board at the August 2016 meeting. Complete competition reform to be implemented for the commencement of the 2017 field competition.'</p> <ul style="list-style-type: none"> All SCWFC Clubs agreed to this proposal. Marian will raise this motion at the next IWFCC meeting The Board supports the direction that the SCWFCC proposed for the review of all competitions by early August. 		
8.7	<p><u>Shoalhaven Competitions</u>: Vanessa Phelan (departed at 7:45 pm)</p> <p>Minutes 1/2/16 received.</p> <ul style="list-style-type: none"> Additional men's and women's teams Looking at U13, U15 and U18 junior teams to join the current ISCH junior competition 		
8.8	<p><u>Representative Teams</u>: Maree Lackenby</p> <ul style="list-style-type: none"> Meeting 17 February 2016 On track Will look at restructure Women's Masters had a great time; positive attitude 		
8.9	<p><u>Game Development</u>: Sue Bessell</p> <ul style="list-style-type: none"> Meeting next week: Planning meeting to put ideas forward Current members- Sue Bessell, Tracey Shephard and Ben Senior 		
8.10	<p><u>Officiating Committee</u>: Garry Bull</p> <p>Minutes 30/1/16 received.</p> <ul style="list-style-type: none"> Request Board decision to implement fines to Clubs who do not supply umpires for development <p>Board decision: No fines will be issued to Clubs for not supplying umpires for development</p> <ul style="list-style-type: none"> Updated policy and guidelines document Contact person for HA and HNSW will be the Board Member on the Committee 		
8.11	<p><u>Marketing and Events</u>: Garry Bull</p> <ul style="list-style-type: none"> Meeting 17 February 2016 Uniforms (see item 6.6) Emily Ward is resigning due to moving from district Need female members who have marketing skills and enthusiasm to join committee Sponsorship <ul style="list-style-type: none"> No significant work done/Need to target sponsors/sponsorship Looking at Website alternatives to the current one <ul style="list-style-type: none"> Wordpress – template designed Finalised by 30 April 2016 		
8.12	<p><u>Life Members</u>:</p> <ul style="list-style-type: none"> No action 		
9	New Business	Who	When
9.1	2016 Hockey NSW Association and facility survey	Wes	8/2/16
	<ul style="list-style-type: none"> Wes and Garry to complete survey by 28 February 2016 		
9.2	Position with sponsors and clothing wear for ISCH	Garry	14/2/16
	<ul style="list-style-type: none"> Fi-Ta – HNSW sportswear sponsor FHE – ISCH equipment sponsor Need to investigate options 		

9.3	Uniform Approval – AP Flames	Tamara Thorburn	15/2/16
	<ul style="list-style-type: none"> • <i>Traditionally, Flames and Dapto wear similar strips</i> • <i>Where there is a clash of uniform colours, teams named second on the draw need to wear alternative strip including socks</i> • <i>This will be an issue for Junior Competition and teams</i> • <i>ISCH Board approved the Albion Park Flames submission for a new uniform</i> 		
Further Action	Albion Park Flames to be notified of approval (Admin to send email) Competition Committees to be notified of the 'clash of uniform' decision (Admin to send email to Committees)		
9.4	Financial Statements – Committees to finalise team fees Clubs to update unfinancial list	Wes	16/2/16
	<ul style="list-style-type: none"> • <i>Items moved and discussed at 8.1</i> 		
9.5	Proposal from SCWFCC – Competition Reform (From Minutes)	Nichole	1/2/16
	<ul style="list-style-type: none"> • <i>Items moved and discussed at 8.6</i> 		
9.6	Representative (Hosting) Nominations	Garry	16/2/16
	<ul style="list-style-type: none"> • Indoor nominations for Open Women's and U18's <ul style="list-style-type: none"> ○ Contact Illawarra Hockey Inc. for availability 		
10	Next Meeting Date	April 18, Kiama Leagues Club, Conference Room, 6:00 pm <i>(Conference Room has been booked for use with a projector – as requested)</i>	
	Meeting Closed	9:40 pm	

Garry Bull

Chairperson