ESPERANCE HOCKEY ASSOCIATION

Committee Meeting - AGENDA

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| Time: | 7pm |
| Date: | 19th October 2023 |
| Location: | Aurelia’s |
| Chair: | Ian O’Dea |
| Attendees: | Ian O’Dea, Ange Hill, Sara Harcourt-Smith, Tash Woodhouse, Niccole Cooper, Fraser O’Brien, Tom Edwards, Jenna Gow, Sam Stubna, Matt Ryan, Terri Herbert, Rachel Norwood, Jan Clawson (7.23pm) |
| Apologies: | Henry Johnston, Fiona Ryan, Jayme Bergman, Emily Hegney. |
| Minute taker: | Terri Herbert |

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|  | Item | Recommendations | Summary of discussion | | Actions |
| 7.02pm | Minutes from previous meeting | Any business arising? | NIL | |  |
|  | *Minutes of the previous meeting were read by all in attendance. They were accepted as a true and accurate record.* | | | *Moved: Matt Ryan* | *Seconded: Rach Norwood* |
|  | President’s Report  (Ian O’Dea) |  | * A big thank you goes to you – all our members for making this an awesome season. We had 233 juniors and 155 seniors and 28 non playing members this year. * Association teams went away to Bunbury & Narrogin Junior Carnival, Club Champs, Ladies and Men’s Country Week and the Great Southern Carnival with mixed results. We run a umpiring clinic mid-season with Angela Edwards from WAHA that was well attended and a Coaches session with Trid Woodhouse at about 5 hours’ notice and we still managed to have 13 attend. * A huge thank you to our committee for their advice and support in my first year as President, without such a strong, dedicated and experienced committee the season would have had a lot more challenges than we had so thank you Terri, Sara, Rachel, Matt, Ang, Sam, Jenna, Henry, Tom, and Niccole. I think all the committee were also on the Turf Feasibility Committee which increased the workload significantly, also on that committee were Em Hegney, Tash McCarthy, Lyn Reid and Fraser. Together there has been a power of work done in an effort to make a Hockey turf a reality in Esperance. We aren’t there yet so keep an eye on your email seeking your support. * A big thank you also goes to Jamye, Jan & Fiona in the kitchen for keeping the food up to us all and also to Fraser for keeping the drinks cold for us. * We have our fair share of State representatives’ this year with Sophie Hallam in the State Country team, Rachel Norwood, Em Hegney, Aleisha Nelson, Jacqui Tonkin, Terri Herbert and Gail Anderson in the Ladies Masters and Tom Edwards, Sam Guest, Perrin Guest, Dave Stevens, Wade Stokes, Jon-Paul Adams, Matt Rollands, Sam Rollands, Ed Warren, Geoff Males and myself being selected in the WA Country Masters teams which was in Perth this year from the 22nd September to the 8th October. * I know there will be someone that I have forgotten but thank you to everybody who put up their hand to help out however big or small, it all helps make the Association run that bit smoother. * With that I hope you all have a great off season and I look forward to seeing you all again next season as we strive to bigger and better things. | |  |
|  | Correspondence  (Terri Herbert) | As below |  | |  |
|  | Treasurers Report  (Sara Harcourt-Smith) | Attachment 1 | * Financial Audits – who/what type of person? Ange to speak to Mal Heasman on Wednesday * YTD - $20k profit | |  |
|  | *Treasurers report was presented to all in attendance.* | | | *Moved: Sara Harcourt-Smith* | *Seconded: Ange Hill* |
|  | *All in Favor: Passed unanimously* | |
|  | Women’s Report  (Sam S & Jenna G) | Umpiring still a challenge – Coordinator needed 2024  Uniform requests required before season starts  2024 change windup format  F&B criteria needs to be reinforced with umpires beginning, & during season 2024 | * Furies took home premiership * Had a good finals campaign with great matches and ran smoothly * Most teams had good numbers * Legs & Sharks had largest number of juniors may possibly need help next season * Duties (Kitchen Bar) ran well * Umpiring across board still a challenge, need an umpire coordinator next year. * Ask teams to put uniform requests to committee before the start of the season. * Feel windup not celebrating people whom have worked hard all year. Possibly hold a windup prior to grand final to celebrate this, invite sponsors, early after end of final rounds. Hold celebration on GF day and present best on ground and GF medals that evening. Junior drinking needs to be watched possibly have 18+ after 9pm. * F&B Criteria maybe via umpire WhatsApp and coordinator, criteria put out to people whom umpire. | |  |
|  | Men’s Report  (Henry J & Tom E)  Prepared by Tom | New umpires and support for new umpires.  Carnival dropout (C/Week / Great Southern) possibly implement a deposit policy to deter this.  Country week numbers a struggle – select an all0stars team? | **Positives**   * Strong and competitive season. Not much between the 5 teams and most games were very competitive. * Two new joint winners of Men’s Best and fairest: Nick Crane and J11/12 player Zac Warren * Strong representation at the national masters competition in Perth with 10 players playing for the Western Australia country team across 4 age groups. * Great showing at the Men’s country week, putting in 2 teams that were both very competitive. The Men’s opens team reached the grand final of the 3rd division, narrowly losing to finish second. * Very solid numbers for all teams, most teams were turning out sides with several substitutes for the majority of the season. I still believe number are too transient to consider pushing for a 6th side yet, but this should be a long-term ambition. * I believe the standard of umpiring was very good throughout the season and in particular there were several young umpires that accounted themselves very well with Caleb Shipp winning umpire of the year. * All teams carried out their rostered duties with no issues that I am aware of.   **Areas for improvement**   * Continues to be difficult to consistently retain players at ages between 20-30. * Respect for umpires remains an ongoing issue. I also believe there is an unreasonable expectation that umpires should never makes mistakes. I think we need to work together to try and change this culture and show our umpire volunteers the respect they deserve. * New umpires and support for new umpires. I think we do need a dedicated umpiring coordinator that can help to develop new umpires and facilitate sessions that improve everybody’s skills. * Late dropouts from country week and great southern tournaments. Need to change the culture and expectation that people who have committed to tournaments follow through and attend. May need to consider mechanisms where we collect down payments. * Broader participation at country week and great southern tournaments. Would be good to convince new people to attend tournaments, ideally from different teams and age groups. * Name an all-star team whom get invited to go to Country week, announced at windup or GF night. To try and boost interest and numbers for men’s country week. | |  |
|  | Umpire Report | Umpire coordinator role need next season – priority! | * Umpire coordinator role need next season – priority! | |  |
|  | Registrar Report  (Ange Hill) | GoldStix fee drop to $50 next season  Increase team & membership across years 2024 | * Total 415 registrations * 233 Juniors players * 155 Senior players * Goldstix charged $80 recommended to drop to $50- Only 25 registrations * Increase in membership and team fee costs across the years. | |  |
|  | Turf Report  (Ange Hill) | Brick Wall to be created for Turf Sponsorship  Show roster almost full and should be a good little fundraiser  Ange to progress with ANZ account opening | * Update on turf progress * Quote from tiger turf $2.7million CSRF grant in can make changed until 27th October, been priorities atm over other applications. More money we can have in our bank account by 27th would be more favorable for our application. * Kalgoorlie support letter received, along with shire and Hockey WA * CBH and Macca Mining have knocked us back but we can reapply once we have more support and money in bank or CSRF application. * Prospectus has had few changes with what you get for your money, benefits etc. Hopefully draw more in. * Publicise on Facebook who has supported us (brick wall). * Working at show - roster pretty much full, hope to spread the word on the turf and have collection buckets for donations. * ANZ Account Opening – See Attachment 3 re: point 3,4,5 | |  |
|  | *Motion 1: The EHA move current bank accounts from Westpac to ANZ* | | | *Moved: Ange Hill* | *Seconded: Matt Ryan* |
|  | *All in Favor: Passed unanimously* | |
|  | *Motion 1: The EHA open 2 new Redevelopment Accounts at the ANZ*   * *Name of person opening the account: Angela Hill* * *Name of the account: Esperance Hockey Association Inc* * *Nominated signatories:*  1. *President – Ian O’Dea* 2. *Vice President – Rachel Norwood* 3. *Treasurer – Sara Harcourt-Smith* 4. *Registrar – Angela Hill* | | | *Moved: Ange Hill* | *Seconded: Matt Ryan* |
|  | *All in Favor: Passed unanimously* | |
|  | Junior Report  (Niccole Cooper) | New uniforms for 2024  Host preseason coaching sessions through Trid Woodhouse Hockey WA  Resources packs for coaches in 2024  Junior committee wont fill J6/7/8 umpire positions back to senior teams | Feedback \*   * New uniforms wanted, retire U17 uniforms down. * Possibly have players purchase playing shirts for carnivals * EDRA funding possibly for uniforms or shire. Tash to follow up * Pre season coaching sessions through Trid * Coaches to be given a resource booklet (goldstix or HA) pack to be compiled * Junior committee not filling every umpire slot on J6/7/8 seniors to take back on. | | * Tash follow up on funding for uniforms |
|  | J2/4 Report  (Matt Ryan) | Options at rego for parents to nominate coach, assist coach, umpire, on or off field help – must nominate at least one to progress rego.  Parent help or other junior players to help with GoldStix 2024 | * 34 regos * Good support from Nic and parent coaches (Eddie and Sam) pass on good skills * Issues with kids playing in 4/5 not 2/3 GoldStix kids also wanted to come up and play 2/3. GoldStix possibly run longer. Encourage those kids that are coaching and coach at lower level and target coaches from 6/7 upwards as skilled adults whom can control the teams better. * At rego have options for parents to nominate if they can coach, assist coach, on or off field help and they have to nominate 1 to progress the rego. * Possibly parent helper for GoldStix or have other junior players help out whom can help and take 1-2 kids to teach basics. | |  |
|  | GoldStix Report  (Jayme Bergman) | Jayme to run GoldStix 2024 for 13 weeks with help from Jenna  Communication to parents to increase in 2024  Canteen vouchers to be awarded each week. | Feedback for the meeting regaining Goldstix.   * Next season Jayme happy to run the program from start of J2/3 usually week one term two until week four term three (we usually finish about the third week of August at the same time as J2/3) – 13 weeks Running for just term two meant it was a short session especially with cancellations for weather. * Excluding kindy kids meant we didn’t have any real babies but some of the year ones really wanted to play a game format whereas others were definitely still building skills. Can we be flexible in making Goldstix/ Minkey our skill development program for kindy to year one with kids who are ready for a game going into J2/3? If year ones join Minkey/ goldstix but clearly have the skills to be in J2/3 perhaps they could be moved up in the first week or two. I realise there is an upwards pull in all grades leaving the one below a bit depleted so I’m asking your opinion as how you prefer to manage this as an association. * Parent help with Minkey is an issue.  From a safety perspective I’m not comfortable running games where kids are still not in control of their stick (or emotions) so more parent help with smaller groups are needed. Generally, two or three parents help regularly and everyone else drinks coffee. * On registrations I would like parents to commit to join in the session at least fortnightly (happy to make this a roster) so we can have more focus on skills and less waiting in line or behaviour management. Additionally some J4/5s might be able to come across to help by partnering up with a player. * Jayme happy to run it again in 2024 but equally will hand it over to anyone who is interested and I’ll be a willing parent helper. * Jenna happy to help Jayme out again. * More communication throughout the season to parents (emails), if need help or behaviour issues. * Form of positive reinforcement each week – canteen voucher / certificate | |  |
|  | Canteen Report  (Jayme, Jan, Fiona) | New time slots were J4/5’s 8am to 9.15, J6/7/8’s 9.15am to 10.30 & U17 10.30am to 11.45.  Liaise with shire as to what changes are needed to be compliant with new laws.  Look into additional sink in corner near other sink.  Coordinators to attend all committee meetings which will be advertised better next season.  Grease trap to be pumped out asap  Committee supports the opportunity for the high school age senior players doing canteen duty to add the volunteering to their resumes or if they have a volunteer requirement at school to be signed off. | * Worked well having the three sharing the load again this year. * Didn’t work having the 2/3 group rostered on due to most having other younger kids to supervise, so we changed the time slots, and this worked well. The new time slots were J4/5’s 8am to 9.15, J6/7/8’s 9.15am to 10.30 & U17 10.30am to 11.45. * Kept the canteen open between the junior and senior fixtures and this meant quite a few people hung around and got drinks and lunch. * New menu is very popular with the Chips and Gravy, Hot Dogs, Chocolate Brownies, Soup and Nachos selling well each week. * Shire inspection early in the year and are glad to report we passed with flying colours, with the only thing needing to be done was for the co-ordinators to complete the shires food handling online course, which has been done or are doing (Jan to do in off season). * Currently we are unable to prepare food products in the canteen as we don’t have a second sink. Food preparation this year occurred at the Castletown Primary School canteen each week with the food then being transported to the canteen directly there on a Friday afternoon. * Changes to the food regulations in December of this year will mean that this may not be suitable next year so we will need to look at a few upgrades for the canteen to meet the requirements to allow us to prep food onsite. We should liaise with the Shire as to what changes need to be made. * Obtained a larger warmer for next year which can be placed on a stand where oven used to sit. This will free up more bench space in the corner near the existing sink. If we placed an additional sink in this area, hopefully this would allow us to meet the requirements. * If this occurred it would mean we could continue to make the current menu and possible add additional fresh items such as wraps, salads or maybe sushi. * Worked well with us co-ordinating the windup food this year as we were able to work around the other kitchen items. * Was great to get the new power outlets completed this year, allowing us to use more electrical items at one time. The new wi-fi router also meant we had no issues with the square this year which was fabulous. * Did feel a little left out of some decisions. Most information came to us second hand. Maybe good to attend a couple of meeting each season. Also being added to an email list to be kept in the loop might help. * We have a senior team early and late duty list in the canteen which the team complete each week although were inclined to close a little earlier than noted. * Need to organise to pump out the under-sink grease trap during the off season as it’s a very smelly job. * Is the committee happy to promote the opportunity for the high school age senior players doing canteen duty to add the volunteering to their resumes or if they have a volunteer requirement at school? It may require an EHA note to say it was completed. - YES | | * Sara to organise the Grease trap to be emptied ASAP. |
|  | Bar Report  (Fraser O’Brien) | Look into bus for windup to keep members around longer. | * Ian repaired the fridges quiet quickly, one died pretty almost straight away. Do we look at going back to do duty with 2 per team per duty? * Women generally don’t want to do the late bar shift. * Men & Women’s captain put out notice at beginning of season these are duties and times and your rostered on by your team so shouldn’t complain when you get to doing your duty. * Look at putting team fees up to make windup free? * Bus for windup? Didn’t happen this year, people seemed to leave earlier. | |  |
|  | EDRA Report  (Tash Woodhouse) | EDRA have Junior Travel Trust Fund money to help U/18 with state representation.  Bunbury Carnival Accommodation costs have significantly increase. Possibly introduce a pre-payment system or payment plan to help cover costs from beginning of the season based on last year’s prices? | **My 4 roles this year:**   1. **EDRA**:   JTTF: Junior travel trust fund – plenty of money for juniors below 18yo selected for state competitions. We supported 2 players this year (non-hockey players). If there are junior hockey players selected for state competitions. They need to apply and there is money to aid their travel etc.  Other funding through local government for talented students who may need to travel away for training.   1. **SPORTSTAR – last meeting was 18th October, 2023**   More representation – last year there were only 5 sports represented. This year’s nominations have been from 13 different sports.  More nominations from hockey which is great. Total Nominations include:  8 Open nominations  10 Junior nominations  2 veterans  6 Masters teams  12 services to sport  Judging was carried out on the 20th October.  Need photos of all hockey nominees – including the Masters div 2 team.  Each nominee gets a free ticket and family members pay for their ticket. $37 each.   1. **CONTACT PERSON FOR Hockey for RASP:**   This program is for talented players or those who are showing talent to teach them about all aspects of becoming an athlete.  Nutrition, strength, fitness, mindset  8 Junior Hockey players – 4 will be leaving next year. So there needs to be a call out to coaches. I am happy to do this. Future seminars and face to face lectures and funding can be available for the following:   * Coach/Umpire development and accreditation * Fitness and conditioning of athletes. * Athletes who need to work on specific aspects of their performance.  1. **CARNIVAL CO-ORDINATOR:**   This year I organised all 3 junior carnivals – Narrogin, Bunbury and Y11/12 Club Champs  Narrogin is cheapest for parents and more popular – less distance to travel and cheaper accommodation. Total cost for those staying at accommodation was $110 per player. We also attracted $500 fuel sponsorship from South East Petroleum.  Bunbury accommodation Discovery Park has become about 33% more expensive. The Carnival was $266 per player for those who attended the Accommodation. For 2023, there had been 11 chalets booked for $11, 605 (final booking payment was $6330 as only 6 chalets were required). For Year 2024, the booking of 11 chalets has increased to $16, 215.  All 3 Carnivals were very successful. Club Champs we attracted $4200 worth of sponsorship. Farm and General, Harris Dental and ALKIEM mining in Ravensthorpe and Bruce Jones from AVISO sponsored $200.  Most difficult was parents asking for early costing – difficult due to not knowing numbers early enough and trying to make the carnival the cheapest as possible while still covering all costs. Maybe an amount can be charged which is similar to previous year. But difficult when players drop out and then less players need to pay more. | | * Tash to follow up with new juniors members for the RASP program. |
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|  | **GENERAL BUSINESS** |  | | | |
|  | Windup Recap | Change to two events different format.  Work on new committee to start at beginning of season. | * Discussed during women’s report. | |  |
|  | Sports Star of the Year Awards |  | * Nominations Closed 13th October * 7 nominations in total * R McDonald has nominated Justine for Service to Sport with hockey as her number 1 sport. * Awards night 5th November Sundowner @ Civic Centre from 5pm * tickets $30 (Adult) $15 (Child) from Rigney & Associates * Gail Anderson guest speaker this year * Finger Foods and Bar Open | |  |
|  | AGM 2024 Date | Date – November 16th 2023 | * Date – November 16th 2023 | | * Terri to advertise |
|  | Geoff Pool – Funds / Training | Engage early next season | * Possibly bringing an accredited trainer from Perth for coaching accreditation or umpiring accreditation. * Tash Woodhouse sent email to Ian about this. * *A qualified “Yes” to financially supporting people to engage in the earlier levels of the coaching/officiating pathway. This could take the form off assisting (significantly) with the costs of bringing someone to town who can run accreditation courses.* * Development officer position would this cover???   - intro to umpiring  - skills session  - Em Hegney & Nick Crane could possibly run some sessions with Rach Norwood’s help. | | * Tash to look into funding for development officer position |
|  | Singapore SCC 6’s | Leave open for time being but looking like we won’t be able to fill these spots and will decline the invitation. | * Nominations close 31st October, payment due. * Wade Stokes only one contact me & make deposit * Perrin Guest had a few people lined up but may have lost them now. * Sonya only one that has mentioned trying to get time off work for women’s team. | | * Terri to do last push and see if we can get a team together |
|  | Great Southern |  | * No response from Niccole’s email about not being able to host in 2024. Have emailed Kristen J @ Hockey WA not much help. | |  |
|  | Cricket Lease |  | * 3 year term $1,000/year October – March | | * Terri to do up another lease same arrangements |
|  | The Travelers Inn – Alcohol Supply |  | * Request consideration in supplying alcohol for The Esperance hockey association during the upcoming season 2024. * As a family who play and coach for the association, we would greatly appreciate your support to our locally owned and run small business at the Travs Bottle Shop. * Happy to discuss pricing and offer delivery * Celebrations currently supplying and have looked after us for a long time – loyalty points, store credit and use towards future bills. Gauge Road Brewery have offered to come down and do a day. No dramas with them in the past they take back unopened cartons. | | * Push to AGM * Terri to contact Travs to see what they can offer for us. |
|  | Pavilion Hire | Sub-leased to cricket so decline. | * Neale Mackay 30th Party 2nd December 2023 | | * Terri to contact Neale |
|  | Good Sports Awards | Attachment 2  Good publicity to nominate at lease one of our worthy candidates – John Walsh or Service recipients. | * Nominations Close 12th November | | * Terri to do nomination for Ange |
|  | Tash McCarthy Email | Needs to be discussed further at another meeting  People to do up a jdf of their role or handover notes etc. | * Committee Positions * Roles & Responsibilities | | * Committee members to do up a JDF of their role or handover notes etc. |
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|  | ACTION LIST |  | * Tasks to complete, re-evaluate, mark as complete. | |  |

**Correspondence:**

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| **DATE** | **FROM** | **INFORMATION** | **ACTION** |
| 18/10/2023 | Treasurer (Sara) | Treasurer Reports - October Meeting | Forwarded to Committee with Agenda |
| 18/10/2023 | Jill Reynolds – Esperance Shire | Horizon Power Sports Star Awards – Rachel Norwood | Read & Filed. |
| 18/10/2023 | Jill Reynolds – Esperance Shire | Horizon Power Sports Star Awards – Angela Hill | Read & Filed. |
| 18/10/2023 | Jill Reynolds – Esperance Shire | Horizon Power Sports Star Awards – Justine McDonald | Read & Filed. |
| 18/10/2023 | Jill Reynolds – Esperance Shire | Horizon Power Sports Star Awards – Master Div 2 Country Week Team | Read & Filed. |
| 18/10/2023 | Jill Reynolds – Esperance Shire | Horizon Power Sports Star Awards – Zach Warren | Read & Filed. |
| 18/10/2023 | Jill Reynolds – Esperance Shire | Horizon Power Sports Star Awards – Caleb Shipp | Read & Filed. |
| 18/10/2023 | Jill Reynolds – Esperance Shire | Horizon Power Sports Star Awards – Nick Crane | Read & Filed. |
| 18/10/2023 | Jill Reynolds – Esperance Shire | Horizon Power Sports Star Awards – Terri Herbert | Read & Filed. |
| 18/10/2023 | Kristen Jerkovich – Hockey WA | RE: PERTH THUNDERSTICKS - REGIONAL ASSOCIATION TICKETING OFFER | Forwarded to Exec Committee and Team Delegates |
| 18/10/2023 | Registrar (Ange) | Associations Online Compliance for Clubs - Cuppa and a Chat Info Session | Read, Replied & Filed. |
| 17/10/2023 | Read, Replied & Filed. | Associations Online Compliance for Clubs - Cuppa and a Chat Info Session | Forwarded to Exec Committee |
| 17/10/2023 | Containers for Change WA | Announcing... | Read & Filed. |
| 17/10/2023 | Instragram | New login to Instagram from Instagram on Apple iPhone | Read & Filed. |
| 17/10/2023 | Natasha McCarthy | Committee Positions | Forwarded to Exec Committee |
| 17/10/2023 | Ange Hill | New Forms | Read & Filed. |
| 16/10/2023 | Geoff Poole - ETDP Coordinator | Concussion Workshop | Read, Replied & Filed. |
| 13/10/2023 | Community Development Esperance Shire | RE: Horizon Sport Star of the Year Award Nomination 5 | Read & Filed. |
| 13/10/2023 | Greg Warren x 4 | RE: Zac's Horizon Sports Star of the Year Nomination | Read & Filed. |
| 12/10/2023 | Clubs WA | A chance to win $1mil, Bowls Nationals in Perth, A Scam Warning for Seniors and much, much more... | Read & Filed. |
| 12/10/2023 | Elise Godwin – Esperance Shire | Nominate - 2024 Community Citizen of the Year Awards | Forwarded to Committee |
| 12/10/2023 | Clubs WA Events | Important Update: Clubs WA Industry Awards for Excellence | Forwarded to Exec Committee |
| 12/10/2023 | Nick Crane | RE: Horizon Sports Star of the Year Nomination | Read & Filed. |
| 11/10/2023 | Kristen Jerkovich – Hockey WA | PERTH THUNDERSTICKS - REGIONAL ASSOCIATION TICKETING OFFER | Forwarded to President (Ian) |
| 11/10/2023 | Jill Reynolds – Esperance Shire | RE: Sports Star | Read & Filed. |
| 10/10/2023 | Terri Herbert | Application for a charitable collections licence | Read & Filed. |
| 10/10/2023 | Treasurer (Sara) | EDRA Membership 2023 | Forwarded to Shire regarding membership payment |
| 10/10/2023 | Jill Reynolds – Esperance Shire | Sports Star | Read, Replied & Filed. |
| 10/10/2023 | Ange Hill | FW: New Accounts | Read, Added to Agneda, Filed. |
| 10/10/2023 | Shannon Dsilva – Esp Comms | RE: WiFi WA Contract | Forwarded to President (Ian) |
| 10/10/2023 | Adele Webb – Clarke & Stokes | Outstanding payment | Forwarded to Treasurer (Sara) |
| 09/10/2023 | Good Sports | Good Sports Message - Nominations now open for Good Sports Awards 2023 | Forwarded to Exec Committee |
| 09/10/2023 | Rachel McDonald | Sports Star | Read & Filed. |
| 09/10/2023 | Fraser O’Brien | Re: Introduction. | Read, Replied & Filed. |
| 09/10/2023 | President (Ian) | Re: Debtor Statement for Account Mr Esp Hockey - Fraser O'Brien for period ending 1/10/2023 | Forwarded to Treasurer (Sara) |
| 09/10/2023 | Neale Mackay | Re: Clubroom hire | Followed up with Exec Committee |
| 09/10/2023 | Treasurer (Sara) | Re: Reminder next Exec Meeting is 19th October 2023 | Read, added to agenda & Filed. |
| 09/10/2023 | Neale Mackay | Re: Clubroom hire | Read & Filed. |
| 08/10/2023 | Treasurer (Sara) | Fw: Debtor Statement for Account Mr Esp Hockey - Fraser O'Brien for period ending 1/10/2023 | Forwarded on to President (Ian) for approval. |
| 07/10/2023 | Wade Stokes | RE: Singapore 6s - Nomination | Read & Filed. |
| 06/10/2023 | Shire of Esperance | Asphalt Works | Read & Filed. |
| 06/10/2023 | Good Sports | Nominate now! Good Sports Awards now open | Forward to Exec Committee |
| 06/10/2023 | GameDay | GameDay Newsletter: October 2023 | Read & Filed. |
| 05/10/2023 | Clubs WA | Important Update regarding the Clubs WA Awards, Setting Sail on a Legacy, Clubs WA Online Training and Unlock Savings with Anets Fryers | Read & Filed. |
| 04/10/2023 | Natalie Beevis – Hockey WA | PLACEHOLDER | Hockey WA General Meeting | Read & Filed. Forwarded to President (Ian) |
| 04/10/2023 | Geoff Poole - ETDP Coordinator | Concussion workshop | Read & Filed. (Junior Coordinator & Tash Woodhouse emailed) |
| 04/10/2023 | Volunteering WA | IT Update: Upgrading your VIKTOR access | Read & Filed. |
| 04/10/2023 | Volunteering WA | Free support for your volunteering activities | Read & Filed. |
| 04/10/2023 | Wade Stokes | Singapore 6s - Nomination | Read, Replied, Filed. |
| 04/10/2023 | Wade Stokes | Singapore 6s - Nomination | Read, Replied, Filed. |
| 04/10/2023 | Registrar (Ange) | Matt's LM | Read & Filed. |
| 03/10/2023 | Kristen Jerkovich – Hockey WA | RE: Great Southern Hockey Carnival 2024 | Read & Filed. |
| 03/10/2023 | Terri Herbert | 2023 F&B Women’s Votes | Filed. |
| 01/10/2023 | Sonya Dowsett | Singapore | Read, Replied & Filed. |
| 30/09/2023 | WESTPAC x 4 | Your Westpac eStatement is now ready to view online | Read & Filed |
| 29/09/2023 | Clara Tan – SCC | 27th SCC International Hockey 6s Tournament 2024 Hotel | Forwarded on to Perrin Guest & Sonya Dowsett |
| 29/09/2023 | Volunteering WA | The Perspective Panels - 2023 Volunteering WA State Conference | Read & Filed |
| 28/09/2023 | Fabian Ross – Hockey WA CEO | Important Update from the CEO | Forwarded on to President (Ian) |
| 28/09/2023 | Clubs WA | Awards Night Tickets Selling Fast, The Power of Branding for Clubs and Drink Driving? Nah, not worth it | Read & Filed |
| 28/09/2023 | Jill Reynolds – Esperance Shire | Horizon Power Sports Star of the Year Awards | Read & Filed |
| 28/09/2023 | Neale Mackay | Re: Clubroom hire | Forwarded to Exec Committee and Added to agenda |
| 27/09/2023 | Neale Mackay | Clubroom hire | Read & Replied |
| 26/09/2023 | Event Suppoort Team – Esperance | Edge of the Bay 2023 | Forwarded to Exec Committee |
| 22/09/2023 | Clubs WA | Public Holiday Trading Hours and Pay Rates, Australia II Anniversary Celebrations and how to Manage a Casual Vacancy on your Committee/Board | Read & Filed |
| 22/09/2023 | Volunteering WA | Regional Conference Attendee Subsidy Grants | Forwarded to Exec Committee |
| 20/09/2023 | Esperance Shire | All things Sporty! 🏀⚽⚾⛳🚴🎾🏁 | Read & Filed |
| 18/09/2023 | Rebekah Yeow – Hockey WA | RE: Fuel to Go & Play Junior Indoor Club Championships - Confirmation of Nominations | Read & Filed |
| 18/09/2023 | Dave & Lamara Stephen | Introduction. | Forwarded to Exec Committee and Added to agenda |
| 18/09/2023 | Bethany Moore – Containers for Change WA | Containers for Change Fundraising Toolkit Update | Read & Filed |
| 18/09/2023 | Ian O’Dea | Presidents Report | Filed |
| 18/09/2023 | Jeremy Cottle | Applying for grant money. | Forwarded to Registrar & Turf Member (Ange) |
| 16/09/2023 | Sara Harcourt-Smith | Fw: 2024 Hook in 2 Hockey Information Session with Hockey Australia-Re-developed and redesigned-AGENDA-13th of September 2023 | Read & Filed |
| 15/09/2023 | Carol Bratten | Re: EHA Windup | Read & Filed |
| 15/09/2023 | David Green | Re: EHA Windup | Read & Filed |
| 14/06/2023 | Clubs WA | Today is the day to ask: R U OK? and it is also the day to get your tickets for the 2023 Clubs WA Industry Awards for Excellence | Read & Filed |
| 14/06/2023 | Rebekah Yeow – Hockey WA | RE: Fuel to Go & Play Junior Indoor Club Championships - Nominations Reminder | Read & Filed |
| 14/06/2023 | Esperance – St Johns | Re: New defibrillator | Read & Filed |
| 14/06/2023 | Robbie Johnston | RE: EHA Windup | Read & Filed |
| 14/06/2023 | Niccole Cooper | Hook in2 Hockey rebranding | Forwarded to President (Ian) & Registrar (Ange) |
| 13/09/2023 | Niccole Cooper | Re: Big Carnival Thank You | Read & Filed. Email sent to Hockey WA - KJ |
| 13/09/2023 | Containers for Change WA | Your Containers for Change order is now complete | Read & Filed |
| 13/09/2023 | Digby Graham | Re: John Walsh Award | Read & Filed |
| 12/09/2023 | Lyn Reid | RE: EHA Windup | Read & Filed |
| 12/09/2023 | Michelle Holthouse | RE: EHA Windup | Read & Filed |
| 12/09/2023 | Fraser O’Brien | Re: John Walsh Award 2023 | Read & Filed |
| 12/09/2023 | Brad Hunt - Condingup | Re: Award Voting | Read & Filed |
| 12/09/2023 | Brad Hunt – Condingup | Re: John Walsh Award | Read & Filed |
| 12/09/2023 | Containers for Change WA | Changemaker Champions - Share your Fundraising Toolkit photos to WIN! 📸 | Read & Filed |
| 12/09/2023 | TaraDe Landgraft – Legs XI | RE: John Walsh Award | Read & Filed |
| 12/09/2023 | Brad Hunt - Condingup | RE: John Walsh Award | Read & Filed |
| 12/09/2023 | Tash McCarthy - Mallee | RE: John Walsh Award | Read & Filed |
| 12/09/2023 | Tim Green – Castletown | RE: John Walsh Award | Read & Filed |
| 12/09/2023 | John Simons – LM | RE: [EXT] - EHA Windup | Read & Filed |
| 12/09/2023 | Ben Curtis – LM | RE: EHA Windup | Read & Filed |
| 11/09/2023 | Erin Stevens – Emus | John Walsh votes | Read & Filed |
| 11/09/2023 | Justine McDonald – Bacchus | FW: John Walsh | Read & Filed |
| 11/09/2023 | Niccole Cooper (Junior Coord) | Fwd: Big Carnival Thank You | Read & Filed |
| 11/09/2023 | Niccole Cooper – Sharks | John Walsh 2023 | Read & Filed |
| 10/09/2023 | Kayla McDonald – Furies | Re: John Walsh Award 2023 | Read & Filed |
| 10/09/2023 | YouTube | Jezza Cottle has subscribed to you on YouTube! | Read & Filed |
| 10/09/2023 | Fraser O’Brien - Cascade | Re: John Walsh Award 2023 | Read & Filed |
| 09/09/2023 | Kiara South | Hockey Clubroom Hire - Possible change of date | Forwarded to Exec Committee |
| 08/09/2023 | Dave Stephens – Sharks | RE: John Walsh Award 2023 | Read & Filed |
| 08/09/2023 | Fraser O’Brien - Cascade | Umpires | Read & Filed |
| 08/09/2023 | Fraser O’Brien - Cascade | Re: Men's Goalie of the Year 2023 | Read & Filed |
| 08/09/2023 | Tom Edwards (Mens Captain) | Re: Mens votes | Read & Filed |
| 08/09/2023 | Brad Hunt – Condingup | Re: Award Voting | Read & Filed |
| 08/09/2023 | Ange Hill (Registrar) | RE: Minutes Meeting 7th September 2023 | Read & Filed |
| 08/09/2023 | Rebekah Yeow – Hockey WA | RE: Fuel to Go & Play Junior Indoor Club Championships - UPDATE | Forwarded to President (Ian), Junior Coordinator (Niccole) & Registrar (Ange). |
| 08/09/2023 | Tom Edwards (Mens Captain) | Mens votes | Read & Filed |
| 08/09/2023 | Shane Tobin – Esperance Shire | Stadium - Garden Damage | Forwarded to Exec Committee |
| 08/09/2023 | Fraser O’Brien | Re: Hire of Hockey Clubrooms 23/09/2023 | Read & Filed |
| 08/09/2023 | Janelle Leiper – Condingup | Re: John Walsh Award 2023 | Read & Filed |
| 08/09/2023 | Brad Hunt – Condingup | Re: Award Voting | Read & Filed |
| 07/09/2023 | Digby Graham – Rams | Re: Award Voting | Read & Filed |
| 07/09/2023 | Clubs WA | Get your tickets for the Clubs WA Awards and an update from the Associations and Charities Branch. | Read & Filed |
| 07/09/2023 | Volunteering WA | Handling volunteer grievances and complaints (Volunteer Notes) | Read & Filed |
| 07/09/2023 | Niccole Cooper (Junior Coord) | Re: 2024 Hook in 2 Hockey Information Session with Hockey Australia-Re-developed and redesigned | Read & Filed |
| 06/09/2023 | Jenna Mather (Ladies Captain) | Junior Report - Sept 7th 2023 | Read, added to Agenda & Filed. |
| 06/09/2023 | Jenna Mather (Ladies Captain) | Re: Agenda - 7th September Exec Meeting | Read, added to Agenda & Filed. |

**Correspondence out:**

* **18/10/2023 – Email Committee Financial Reports**
* **17/10/2023 – Email Committee October Meeting Agenda**
* **17/10/2023 – Email Rach Norwood Committee Roles& Responsibilities Doc**
* **12/10/2023 - Email 2 x Horizon Sports Star of the Year Award Nominations**
* **11/10/2023 - Email Nick Crane Re: Horizon Sports Star of the Year Award Nomination**
* **11/10/2023 - Email Greg Warren Re: Zac Warren Horizon Sports Star of the Year Award Nomination**
* **09/10/2023 – Email 5 x Horizon Sports Star of the Year Award Nominations**
* **03/10/2023 – Email Sonya Dowsett & Perrin Guest regarding Singapore 6s tournament 2024**
* **03/10/2023 – Follow up Email Tameka Brown Secretary Mt Barker Hockey Club regarding Great Southern Carnival**
* **12/09/2023 – Email Tasha Synnot follow up on Defib**
* **12/09/2023 – Email Life Members Windup Invitations**

**Next meeting: AGM – 16th November 2023 6pm**

**Followed by General Meeting**

With no further business, the meeting was declared closed

**Meeting Closed: 9:37pm**

Signed as a true and accurate record

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**Ian O’Dea**

**President**

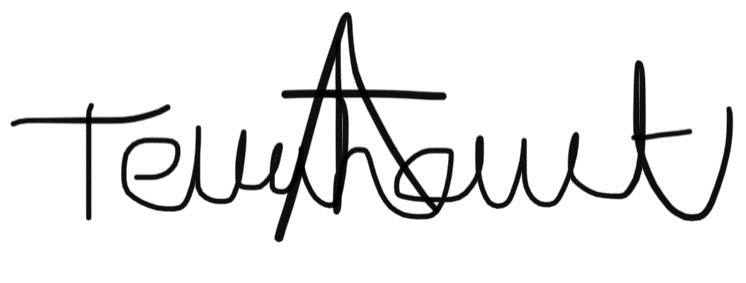
Signed as a true and accurate record

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**Sara Harcourt-Smith**

**Treasurer**

Signed as a true and accurate record



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**Terri Herbert**

**Secretary**

'These minutes are correct and approved by the executive committee at time of disbursement’

**Meeting Closed: 9.37pm**

**Attachment 1:**

**Treasurers Reports**

[**Balance Sheet.pdf**](file:///D:\2023%20Season\Minutes\October\Balance%20Sheet.pdf)

[**P&L September 2023.pdf**](file:///D:\2023%20Season\Minutes\October\P&L%20September%202023.pdf)

[**P&L YTD 2023.pdf**](file:///D:\2023%20Season\Minutes\October\P&L%20YTD%202023.pdf)

**Attachment 2**

**GOOD SPORTS AWARDS**

## Good Sports Club of the Year

This award goes to a Good Sports club who is a shining example of the Good Sports values - inclusive, vibrant, passionate and connected. They have adopted practices and strategies to improve the wellbeing of their members, inspiring positive change and building a healthier, more family-friendly club environment where everyone feels welcome.

The national winner will receive $2000 for their club. The state and territory clubs that win this award will receive $500 for their club and will become the eight finalists for the national category.

## Good Sports Volunteer of the Year

This award recognises the club volunteer who is the beating heart of their club. They’re a champion who makes their community sporting club stronger and more family-friendly by going above and beyond the usual undertakings of a volunteer. The winner of this award will receive $500.

## Good Sports Safe Transport Club of the Year

Good Sports Clubs across Australia are leading the charge when it comes to promoting road safety. This award goes to a Good Sports club that has prioritised the safety of their members by developing and implementing safe transport practices to ensure everyone arrives home safe and sound. The winner of this award will receive $1000.

## Good Sports Community Club Award

This Award goes to a club who has had a positive impact on their wider community by going above and beyond the core requirements of a Good Sports club. The club’s impact goes further than their membership, supporting their local community in times of need, or through ongoing activities. The club that wins this award will receive $1000.

## Good Sports Mental Health Excellence Award

Together with Good Sports, a growing number of community sporting clubs are taking proactive steps to support their members’ mental health, as well as physical health. This award goes to a Good Sports club who has inspired positive change by promoting mental health awareness and is undertaking positive activities that strengthens the club community.

The winner of this award will receive $1000.

## Good Sports Junior Club of the Year

Good Sports clubs focus on creating family-friendly environments. This award recognises a Good Sports club who has created a safer place for juniors to play sport by focusing on spectator behaviour, nutrition, a smoke-free environment and alcohol. The club that wins this award will receive $1000.

## Good Sports New Club of the Year

Clubs join Good Sports so they can focus on what makes community sport great and create clubs that are healthy, family-friendly, inclusive and supportive. This award goes to a new Good Sports club that is inspiring positive change and taking responsibility for its members.

The club that wins this award will receive $1000.

### Nominations close at 11.59pm on Sunday November 12, 2023

**Attachment 3**

**ANZ Account Opening Info**

There are a number of documents/information we require you to bring in prior to an appointment. Please see below for details:

•         The Not for Profit Constitution, that includes ‘non profit and dissolution’ clauses, or -

•         A Certificate confirming registration as a Charitable organization

•         Minutes of a meeting signed by 2 senior officeholders stipulating (president and secretary or treasurer) – Name of the person opening the account, the name of the account to be opened, the nominated signatories, and how many signatories the account will have.

•         Those signatories need to be verified customers and will need an appointment to be verified if they aren’t ANZ customers at present.

•         The DOB, Address, and Full names of President, Secretary, Treasurer, even if they don’t want to be on the account.

Once we have this information we can upload the entity onto our system and produce documents for signing!

**Attachment 4 -**

**Committee Positions & Roles**

Hi Terri,

I’m wondering if the following can be discussed/considered/clarified at your next Executive Committee meeting? As a committee member from 2019-2022, I have been thinking in my “year off” about how we can do things better in future.

What is the difference between Executive positions and Management committee in the Constitution? What are their voting rights? I believe it needs to be clearer in the fixture book whether a meeting is General, Management Committee or Executive Committee. As far as I’m aware from previous years on the committee, it’s very rare that either Bar or Kitchen Manager or Umpire Coordinators, who are members of the Exec Committee, are present at meetings or share their reports.

I am definitely not trying to make more work for anyone - I know the risk we run of volunteer burn out. My reason for query is that as we progress with our pursuit of funding and construction/management of a new surface, I believe as an Association we need to be following our own rules to the letter of the law, and more transparent perhaps in our processes.

Looking at other Clubs and Associations, I thought some other non-Exec Committee positions could be introduced…

A Communications Officer could be the link between committee and members and develop and implement policy on social media. It would also take some pressure off the Senior Captains/Coordinators and Secretary, Registrar, with the benefit of ensuring consistency across whatever is being sent out to our members and sharing publicly.

Another that has previously been discussed, but perhaps needs to be revisited - a Fundraising & Promotional Officer. Someone to look at leads and maintain commitments for grants, sponsorship, partnerships etc. as well as managing merchandise and other promotional material.

Perhaps one of the crucial missing links at present is a Junior Development Officer. I am aware that in other associations this is a paid position, supplemented perhaps by Hockey WA. But as has been discussed time and again, could we utilise funds available through EDRA to pay suitably experienced/qualified individuals for their time running some extra sessions throughout the season?

Position descriptions for the Committee has long been on the agenda to be updated. It would be great to have them refreshed, and simplified where possible to then share ahead of the AGM. Members would then have an understanding of what each of these roles entail. People may be surprised that they have the perfect skill set, or that a job isn’t as “hard” as they might have thought and be more inclined to put their hand up.

As I said previously, I am not trying to make more work for anyone on the current committee - quite the opposite in fact. If as an Association we can simplify and clarify what is expected of the Committee, and bring on new volunteers, it will ensure the passionate members aren’t overworked as the turf development progresses.

Thanks for taking the time to share this with the Committee.

😊 Tash

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| **Executive Members** | | | |
| President & Vice Presidents  *President to share these jobs with Vice Presidents* | Secretary | Treasurer | Registrar |
| * Set meetings * Chair meetings * Represent EHA at official events * Set up season’s calendar * Bank signatory (incl online) * Sports star awards nominations * Organise busy-bees * MC at the Wind up * Thank you presents for committee * Sign off funding applications * Grant acquittals with treasurer * Lead Service Award discussion * Lead awarding of Life member discussions * Credit Card holder * Present report at each month Assoc General Meeting (email copy to secretary) * Training times register * Arrange Honour Board sign writing * ~~Organise end of year clubrooms for handover to Softball~~ * Arrange Dunn’s Cleaning end of year * Master Key Holder * Access to Gmail * Access to RevSport * Access to Website * Vice Presidents to chair meetings if president absent | * Advise members of meetings at least 1 week in advance (email & Facebook) * Take minutes * Keep record of minutes ~~in red file/book~~ * Facebook updates * Website updates (committee members, events) * Keep common seal * Keep all correspondence & archive as necessary * Email minutes to members (within a week) * Keep email contacts updated * Check PO Box * Send correspondence * Distribute correspondence to relevant parties * ~~Inform Women & Men’s captains of non attendance at meetings~~ * Keep a key register * Bank signatory (incl online) * Key Holder * Access to Gmail * ~~Access to RevSport~~ * ~~Access to Website~~ * Ground bookings per year * Sports star awards nominations | * Keep accurate financial records of income & expenditure * Banking of cash * Pay bills * Issue receipts * RevSport – transfer funds into EHA account * Assign bank signatories (& paperwork) * Administrator of online banking * Bank signatory (incl online) * Credit Card holder * Present report at each month Assoc General Meeting (email copy to secretary) * Master Key Holder * Access to ~~Gmail~~ Outlook * Access to RevSport * Access to Website * Grant acquittals with president * Arrange auditor * Thank you letters/certificates for Senior sponsors | * Set up registrations (RevSport) * Keep register of members * Keep register of WWCC * Ongoing checking of match cards to ensure players are registered * Fine teams that play unregistered players * ~~Communicate fines with Men & Women’s captains~~ * Bank signatory (incl online) * Key Holder * Access to Gmail * Access to RevSport * Access to Website * Keep register of coach’s qualifications * Keep register of umpire’s qualifications |

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| **Committee Members** | | | | | |
| Men’s Captain & Women’s Captain | Junior Coordinator | Snr Umpire Coordinators | Bar Manager | Kitchen Manager | Grounds |
| * Set up fixtures * Weekly announcements * Allocate team duties for fixtures * Send nominations for CW and Great Southern Carnivals * Organise carnvials * Uniforms for carnivals * Maintain ladder * Keep track of yellow & red cards, follow up as required * F&B Vote & Highest Goal Scorers Count * Liaise with Snr Umpire Coordinators to allocate Finals umpires * Present report at each month Assoc General Meeting (email copy to secretary) * Present awards at Wind up * Provide each team with vote counts & highest goal scorer tally after presentations * ~~Fine teams for non attendance at meetings~~ * Fine teams for not doing duties, as per constitution * Key Holder * Prepare match cards * Access to Gmail * Access to RevSport * Access to Website * Liaise with committee for controversial issues | * Oversee all aspects of junior competition, as outlined in the Junior Committee table below * Arrange external visits/clinics for player & coach development * Credit Card holder?????? * Present report at each month Assoc General Meeting (email copy to secretary) * Notify Men & Women’s captains of fines to senior teams if duties not attended (by email within a week) * Key Holder * Access to junior Gmail account * Access to RevSport * Access to Website | * Allocate umpiring duties for senior games * Liaise with junior umpire coordinators to allocate junior & U17 umpiring duties * Mentor senior umpires * Run at least 2 umpiring Q&A sessions per season * Liaise with Hockey WA for umpiring programs and visiting expertise * Liaise with Men & Women’s Captains to allocate Finals umpires * Notify Men & Women’s captains of fines to senior teams if duties not attended (preferably by email within a week) * Arrange for washing of yellow high visibility shirts/vests every few weeks * Present report at each month Assoc General Meeting (email copy to secretary) * Keep umpire’s register updated with Registrar | * Ordering of stock * Maintaining financial records * Licensing * RSA management * Lock up on Sat nights * Credit Card holder????? * Notify Men & Women’s captains of fines to senior teams if duties not attended (preferably by email within a week) * Master Key Holder * Lock up at end of night | * Ordering of stock * Pricing * Morning Junior roster of parent helpers * Ensure teams know early & late duty requirements * Float * Credit Card holder???? * Notify Men & Women’s captains of fines to senior teams if duties not attended (preferably by email within a week) * Master Key Holder * Allow stock to run down at end of season * Keep accounts and liaise with Treasurer * Attend Shire health inspections * Bait mice as req. * Open up on Saturday morning * Collect float Sat evening * Ensure prepared food is disposed of at end of morning session * Lock or ensure manned by responsible person over lunch break | * Mark out lines for fields * Maintenance * Lights maintenance * Goals * Liaise with shire for mowing * Key Holder |

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| **Auxiliary Committee Members** | | | | | |
| Multisport Reps x 3 | EDRA Rep | RTD Rep | Publicity | Social & Wind up coordinator | Trophies & John Walsh Coordinator  (Secretary) |
| * Attend Mulisport meetings * Present report at each month Assoc General Meeting (email copy to secretary) * Attend Shire health inspections | * Attend EDRA meetings * Present report at each month Assoc General Meeting (email copy to secretary) |  | * Newspaper match reports * Radio * Facebook | * Set up sub-committee * Delegate jobs to each team * Weekly meetings * ~~Set up RevSport for tickets~~ * Organise men to put up tarps on Saturday morning of GF | * Collect all trophies from previous recipients * Arrange for engraving * Order Medals for premiership winners * Help distribute at wind up * Call for John Walsh Service Award nominations by 3rd last match * On last match day, give out nominations to each team and collect back - Email * Tally up votes & arrange for engraving of trophy |

**Other jobs: Who’s job is this?**

1. Website
2. facebook ladder updates
3. Goal nets?? The putting up of these in the mornings created a fair bit of angst every week.. is there a system as to which ones go where? Consider a parent roster to put them up too.
4. Raffles ($100 board and Bottle raffle)
5. Merchandise officer – jumpers,

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| **Junior Committee** | | | | | |
| Co-ordinator (Chair) | U17s Rep | Junior Rep | Sub-Junior & GoldStix Rep | Umpiring Co-ordinator | Carnivals |
| * Set meetings * Chair meetings * Keep minutes Registrations (RevSport) * Wind up trophies * MC at Wind ups * Regionals * State nominations * Thank you presents for coaches & jnr committee * funding applications * Arrange external clinics (ie Woodhouse, Hockeyroos, etc) * Work with all junior committee reps * Gaolie gear * Provide each coach with player contact and medical details * Mentor teenagers in coaching roles * Make arrangements for early access to club rooms and storage shed every Saturday | * set up teams * arrange coaches * arrange managers * let coaches and managers know what’s expected * prepare match cards * keep the ladder * U17 shirts stock-take * Arrange U17 Wind up * Goalie gear * Lock up after announcements????? | * set up teams * arrange coaches * arrange managers * let coaches and managers know what’s expected * prepare match cards * Announcements after matches * Junior shirts stock-take * keep the ladder * arrange Jnr Wind up * Goalie gear | * set up teams for sub-juniors * designate volunteers to run minkey * arrange coaches & managers for sub-junior teams * Sub-junior shirt stock-take * Notify Men & Women’s captains of fines to senior teams if duties not attended (preferably by email within a week) * Prepare Participation certificates for wind up * Arrange wind up | * Allocate umpires for matches * Mentor jnr umpires * Junior umpire development * Notify Men & Women’s captains of fines to senior teams if duties not attended (preferably by email within a week) | * Collect names with deposit * RevSport registration set up * Accommodation * Transport * Ensure everyone is financial * Ensure WWCC for all adults attending if camp situation * Shirt allocation * shirt stock-take * parent info note * parental consent note * medical details note |