

# ESPERANCE HOCKEY ASSOCIATION

## AGENDA

**Time: 6.01pm**

**Date:** 20<sup>th</sup> May 2021

**Location:** Greater Sports Grounds Pavilion

**Chair:** Niccole Cooper

**Attendees:** Niccole Cooper, Justine McDonald, Rachel McDonald, Jen Williams, Tash McCarthy, Wade Stokes, Ange Hill

**Apologies:** Stewart McKenzie

**Minute taker:** Justine McDonald

Item	Recommendations	Summary of discussion	Actions
6pm	Minutes from previous meeting	Any business arising?	<ul style="list-style-type: none"> <li>Moved Rachel McDonald, seconded Rachel Hoey, minutes passed as a true and accurate record</li> </ul>
	President's Report	<ul style="list-style-type: none"> <li>Read by Niccole Cooper</li> </ul>	<ul style="list-style-type: none"> <li>Attached to these minutes</li> </ul>
	Correspondence	<p>Specific items addressed as required</p> <ul style="list-style-type: none"> <li>Committee agree that holding an association RSA could attract more members</li> <li>Coaching hockey – Esp Christian School</li> <li>Have a Go Day – the junior coordinator cannot run this session</li> </ul>	<ul style="list-style-type: none"> <li>Justine to contact Clubs WA and see if it is still possible for a zoom course to occur</li> <li>Discussed but we don't have any coaches with the qualifications in the association that would be able to run the sessions</li> <li>A message will be sent to parents to see if there are volunteers that could assist. It will then go to team delegates as a fundraising opportunity</li> </ul>
	Treasurers Report	<ul style="list-style-type: none"> <li>Rachel asked if she could move the goal sponsorship money to the reserve account</li> <li>The proposed kitchen menu cannot be fully utilized as we don't have a 3<sup>rd</sup> sink fitted exclusively for the use of washing vegetables and salad items</li> </ul>	<ul style="list-style-type: none"> <li>A full report read by Rachel, current balances are: Cheque account \$39367.58 Debit account \$271.32 Reserve account \$45589.46</li> <li>Niccole Cooper moved a motion that authorised the treasurer to transfer all goal sponsorship money to the reserve account, seconded Rachel McDonald. <i>Motion unanimously passed</i></li> <li>Rachel to discuss with Tania</li> <li>Rachel to investigate costs</li> <li>Can we buy all pre-packed food so the menu can be used?</li> <li>Can a home kitchen be set up to the menu can be used?</li> <li>How much would it cost to insert a 3<sup>rd</sup> sink?</li> </ul>

		<ul style="list-style-type: none"> <li>• The electrician has been away so work to the meter box not yet completed</li> <li>• The plumbing work still not completed</li> <li>• The painter is still 2 weeks away</li> </ul>	<ul style="list-style-type: none"> <li>• Rachel to keep contacting them</li> </ul>
Women's Report		<ul style="list-style-type: none"> <li>• A good attitude from all players</li> <li>• Communication is via the Women's team delegate Whats App group and email, the exec are also included in all correspondence</li> <li>• Countryweek preparations are underway</li> <li>• Games are mostly even with positive comments that our young juniors are growing in confidence</li> <li>• Lack of umpires is a real issue</li> </ul>	<ul style="list-style-type: none"> <li>• Nominations close this weekend</li> <li>• It looks like there may only be 1 team which will be entered in div 3</li> <li>• The committee will look at rewarding younger umpires with a whistle, shirt, set of cards as they progress</li> </ul>
Men's Report		<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Will was not at the meeting, no report provided</li> </ul>
Umpire Report	<p>Ruling on name being left off the card and improvements moving forward</p> <p>Match/game cards and a new design for the future</p> <p>Umpire payments to be lifted from \$25.00 currently, raise to \$50.00.</p>	<ul style="list-style-type: none"> <li>• Recommendations from the umpire coordinator read and discussed</li> <li>• Women's coordinator requested information from Hockey WA</li> <li>• Both teams involved in the match gave their account of the events</li> <li>• Our card is too small and does not allow enough space to enter all required information</li> <li>• Should teams be sending a runner when they ask another member to complete their duty?</li> </ul>	<ul style="list-style-type: none"> <li>• 4 committee members declared a conflict of interest</li> <li>• The remaining committee members discussed and voted</li> <li>• Women's coordinator would reply to the team questioning the ruling</li> <li>• Each committee member to take a card and come up with a better and more information design</li> <li>• Stewart McKenzie moved a motion (via his written report) that all senior umpire payments be lifted to a minimum of \$50.00, seconded Wade Stokes. <i>Motion unanimously passed.</i></li> <li>• A second motion was moved by Rachel Hoey that the \$50 payment be extended to under 17's umpiring allocations for team duties and the teams making the payment</li> </ul>

		<p>Further Senior Financial Penalties: 1<sup>st</sup> offence club unfulfilled duty \$200 2<sup>nd</sup> offence club unfulfilled duty \$400 Further Junior Financial Penalties: 1<sup>st</sup> offence club unfilled duty \$100 2<sup>nd</sup> offence club unfilled duty \$200 Senior Playing forfeit \$500</p>	<ul style="list-style-type: none"> <li>Fee structure in our current bylaws read</li> </ul>	<p>are required to send a learner/beginner umpire to run with the paid umpire whether it be an under 17's or senior game</p> <ul style="list-style-type: none"> <li>A third motion was moved by Wade Stokes that the \$50 payment be extended to all duties including kitchen and bar, seconded Niccole Cooper. <i>Motion unanimously passed.</i></li> <li>It was agreed that we would keep our fee structure as is and a reminder would be sent to all team delegates to remind them</li> </ul>
	Registrar Report		<ul style="list-style-type: none"> <li>Read by Ange Hill</li> </ul>	<ul style="list-style-type: none"> <li>Attached to these minutes</li> </ul>
	Junior Report		<ul style="list-style-type: none"> <li>Read by Jen Williams</li> </ul>	<ul style="list-style-type: none"> <li>To be attached to these minutes</li> </ul>
	Communication Policy		<ul style="list-style-type: none"> <li>Play by the Rules have a template we can use</li> </ul>	<ul style="list-style-type: none"> <li>Women's coordinator to forward to all for their perusal and feedback</li> </ul>
	Credit Card for President	<p>This was overlooked at the AGM, forms have been collected to deactivate the outgoing presidents card and provide the new president with one</p>	<ul style="list-style-type: none"> <li>Agreed the president should have a credit card</li> </ul>	<ul style="list-style-type: none"> <li>Rachel McDonald moved a motion for the current president to obtain a credit card, seconded Rachel Hoey. <i>Motion unanimously passed.</i></li> </ul>
	Multisports Lease Agreement with the Shire	<p>Questions raised with Sarah Walsh from the Shire after Wade provided the secretary with a copy of our lease.</p> <p>The secretary contacted the Shire to ask for clarification of a number of points in the lease – answers are from the Shire in red</p> <p>It was noted that the lease is only on a 5 year basis so major improvements to the pavilion need to be well thought out as they may not benefit the association in the long term</p>	<p>Page 1 of the assignment of the Lease Please amend the address for hockey to PO Box 1011, Esperance</p> <p><i>I will update this in our records, we won't need to amend the lease document (unless you'd prefer to), as there is provision in the lease to update contact details (31.1(B)). If you'd prefer for us to amend the lease, this will need to go through Council and will incur a lease variation fee of \$215 – I wouldn't recommend this for such a small change.</i></p> <p>So am I correct in presuming that the lease is now between the Shire and Esperance Hockey Assoc because</p>	<ul style="list-style-type: none"> <li>No further action required except to send through the liquor licence, secretary to follow this up</li> </ul>

Multi Sports (assignor) have signed it over to Hockey (assignee)?

Correct, the assignment document transfers all the rights and responsibilities the Multi Sports had under the lease over to the Hockey Association.

Front cover page of the Lease

Esperance Multi Sports Management is listed but not the Hockey Assoc - is this okay?

This is correct as the original lease was with the Multi Sports – the lease assignment document is the one which has the Hockey Association listed due to this being a transfer of the original lease.

Page 1

Should the parties be:

Esperance Hockey Assoc

PO Box 1011, Esperance

As noted above, as this is the original lease, these are the parties that existed at the time this was put in place.

#8 - Sale of Alcohol

Do you require or have you received a copy of our liquor licence?

We require a copy to be provided, I can't see that we have one on file so if you could please forward a copy through that would be much appreciated.

#9 - Casual Hire

We often hire the building for schools to use on school sports days etc. so the toilets can be accessed. Should we be asking your permission first every time?

No, I believe in this instance we wouldn't need to be notified if a group applying to use the grounds through Shire processes requested to utilise the toilets within your building.

#10 - Keys

			<p>There are a number of keys that have gone missing with the dissolving of softball so Hockey have paid for and changed the outer locks on the building. The front glass doors lock chamber was also broken. By the lease, we should have asked for your permission first and are you required to have one of those new keys?</p> <p>No, as the building belongs to the Hockey Association we do not require a copy of the keys.</p> <p>#11.4 - Security</p> <p>Do you have our alarm system code?</p> <p>As the building belongs to the Hockey Association, we do not require a copy of the alarm code for the building, unless we need access in the event of an emergency, in which case the Hockey Association will be contacted.</p> <p>Annexure 2 - Minister for Lands Consent</p> <p>the agreement is still between the Shire and Multisports management committee. How hard is this to change to reflect that Hockey hold the lease agreement and are there any repercussions of this not being in Hockey's name.</p> <p>This is the letter of consent from the Minister which was received when the original lease document was entered into. We have advised the Minister that the lease has been reassigned so there should be no issues in this regard.</p>	
	Remove Kitchen window grate	Unsafe and rusty	<ul style="list-style-type: none"><li>Remove as soon as possible</li></ul>	<ul style="list-style-type: none"><li>Niccole to obtain a quote from Esperance Glass on installing security mesh</li></ul>
	Unsafe stairs	Safety issue – what can we do to rectify?	<ul style="list-style-type: none"><li>Sand paper paint?</li><li>Another strip of tape?</li></ul>	<ul style="list-style-type: none"><li>Niccole to obtain quotes</li></ul>
	Livin For Hockey Mental Health	Is this something we could run?	<ul style="list-style-type: none"><li>Focus on junior ages – coaches, managers and players</li></ul>	<ul style="list-style-type: none"><li>Stew was not at the meeting to report, committee decided to forward to the new Umpire Coordinator when the position is filled</li></ul>
	Clarification on ladies toilet clean duty		<p>Now that women are doing bar duty is it still the responsibility of kitchen duty to do ladies toilet when the late bar duty do the men?</p>	<ul style="list-style-type: none"><li>Agreed that this duty would shift to the ladies’ late bar duty. This change to be communicated to delegates</li></ul>



Cash for Cans	Query from Fraser	<ul style="list-style-type: none"> <li>Stew has spoken to Shane Dorrington who is happy to provide hockey with bins either as an association or individual teams. He is also happy to provide to business and arrange pick up</li> <li>Cost of pick up is 3 cents per can with 7 cents going to the association</li> </ul>	<ul style="list-style-type: none"> <li>To discuss with Shane when and how often they would collect the cans</li> </ul>
COVID guidelines	<ul style="list-style-type: none"> <li>We are back to pre lock down</li> </ul>	<ul style="list-style-type: none"> <li>Juniors are still currently holding presentations outside while the weather is nice</li> <li>Own fruit is being encouraged at half time break</li> <li>Members who do not hold a committee role are not authorized to purchase goods or claim reimbursement</li> </ul>	<ul style="list-style-type: none"> <li>No further action required</li> </ul>
Grounds man role	Officially appointing Jon Paul to the role so our purchasing policy is adhered to		<ul style="list-style-type: none"> <li>Niccole Cooper moved a motion to reimburse Jon Paul Adams for paint he had purchased at Bunnings to mark our fields, seconded Wade Stokes. <i>Motion unanimously passed.</i></li> </ul>
Resignation of committee member	Stewart McKenzie has submitted his resignation. The committee need to fulfill the roles of Vice President and Umpire Coordinator/s	<ul style="list-style-type: none"> <li>Any suggestions?</li> <li>How do we want to proceed?</li> </ul>	<ul style="list-style-type: none"> <li>Ian O'Dea to be approached by the secretary for the position of vice president</li> </ul>
Moving the photos from above the bar	Shift to the other side of the building above the windows	<ul style="list-style-type: none"> <li>Move the photos</li> <li>Install the television above the bar</li> </ul>	<ul style="list-style-type: none"> <li>Wade to coordinate</li> </ul>

#### Correspondance:

DATE	FROM	INFORMATION	ACTION
26/4/21	Kayla McDonald	Enquiry into assoc providing a RSA course	Secretary replied that it would be addressed at the next meeting as Clubs WA are willing to provide via zoom
28/4/21	Sarah Moroney	Club online sessions	Forwarded to committee
29/4, 6/5, 13/5,	Clubs WA	Various items of information	Read
30/4/21	Hockey WA	Latest COVID information	Read & forwarded to committee
1/5/21	Kylie Olsen	Enquiry into child playing hockey	Secretary forwarded to J4/5 coordinator
4/5/21	Belinda Lay	Permission for Bacchus Hockey Club to sell Mothers Day raffle tickets on 8/5	Forwarded to committee for approval
5/5/21	Stew McKenzie	Live For Hockey mental health program	Read
6/5/21	Sara Nolan	Mallee Hockey Team new uniform proposal	Forwarded to committee for approval
7/5/21	Sportspower	Copy of ladies uniform designs	Filed
7/5/21	Ang Jeitz	Follow up on Have a Go Day and sausage sizzle offer	Forwarded to committee

10/5/21	Shayley McGurk Davy	Great Southern Carnival nomination form and event information	Forwarded to Men's and Ladies coordinators
12/5/21	Nicolene Vallentgoed	Coaching hockey – Esp Christian School	Forwarded to committee
14/5/21	Sarah Moroney	Request for life members	Secretary replied with our list
18/5/21	Erin Harwood	Team Information Document – Men's CW	Secretary forwarded to Men's captain
19/5/21	Kristen Jerkovich	2021 Regional Assoc Participation Form	Secretary completed and returned via email
19/5/21	Tash Woodhouse	Legs letter regarding umpires	To discuss at the meeting and respond

• **Correspondence out:**

- Women's Hockey Update #5 – sent by Tash
- Email queries regarding our lease with the Shire to Sarah Walsh
- Regional Participation Form to Kristen Jerkovich

**Next meeting: general meeting 10<sup>th</sup> June 2021**

**Meeting Closed: 9.00pm**

*Signed as a true and accurate record*

\_\_\_\_\_  
Niccole Cooper  
President

**President's report**

Three rounds down and lots of great hockey being played. I want to thank you all for the massive efforts you have put into getting things going this season. We had a somewhat rocky start, but I am proud of the way we have pulled together as a committee and the results are speaking for themselves. I read a quote that stuck with me and I feel relates to us:

"Coming together is a beginning,

Keeping together is progress,

Working together is success" *by Henry Ford*

There is always something going on in the background, from the massive kitchen overhaul, to the line marking, to the daily administrative works and keeping the junior comp thriving. Everyone here deserves a trophy – but I hope my sincere thanks will do for now. Since our last meeting I have felt the shift – our communication flow is so much better and the general mood around our committee is much lighter and happier.

So, thank you all for everything you do, keep up the great work and let's keep making this season enjoyable and inclusive.

### **Registrar Report**

- We currently have 407 registered members.
- I will notify the team concerned & the Men's/Women's captains if there is a player on the card that is unregistered. Nothing has changed here as it is what I have always done during my time as Registrar.
- Each week there are a few Casual/Fill in players but many are taking up the full registration after playing 1 or 2 games.
- Many team leaders are still unsure what to do in the event of a Casual player even though instructions are on the website.
- I'm at a loss as to how to get members to read information and instructions on the website??? Many people think that the registration page is a stand-alone page and not part of a complete website. How do I improve on this???
- Match cards- poorly filled out, often illegible, nicknames or shortened names used, not signed by umpires or captains, names missing, team names and umpire allocations missing. Recommending a vast improvement by Team Captains and Umpires to ensure that the cards are completed correctly.
- U17 players playing in the Senior Competition have been reissued and they are all financial.
- Kidsport registrations have been delayed and problematic. Can we please review this process for next year?

### **Website**

- Has been updated so a slightly different look. Should also be more compatible with smart phones.
- There have been a few glitches with Registrations from smart phones. Google Chrome is the preferred browser as noted on the website. Hopefully less problems since update?
- Are we happy with the Goal Scorers being visible on the Webpage??
- SMS capability- \$16 per 100 Credits (messages). Need to purchase 72 hrs prior to requirement & are non-refundable.

### **WWCC**

- Register continues
- Very fluid with new people to follow up on and cards being continually updated after expiry.
- I have asked Dave Green for a list of Coaches & Managers from the Junior competition to ensure that they are up to date especially prior to the Narrogin carnival.