

Meeting Minutes

Date	Mon 11 Dec 2017 18:25
Type	Board Meeting
Location	Illawarra Hockey Centre

Attendees		
Bull, Garry	Grant, Marian	Johnston, Wesley
Lackenby, Maree	Massie, Jan	Orth, Ernest
Phelan, Vanessa	Simms, Jodie	
Apologies		
Hughes, Leo		

Meeting items

Item #1. Welcome (raised by Garry Bull)
Item #2. Apologies (raised by Garry Bull)
Leo Hughes
Item #3. Amendments to previous minutes (raised by Garry Bull)
Nil
Item #4. Acceptance of the Minutes of the previous meeting (raised by Garry Bull)
Motion #1. That the minutes of the previous board meeting on 17 October 2017 be accepted
Moved by Marian Grant; seconded by Maree Lackenby
Carried? Yes
Associated files
1. ISCH Board Minutes 2017 10 17.pdf
Item #5. Joint items (raised by Garry Bull)
5.1 <i>All Committee Roles and Responsibilities are completed and uploaded to website:</i>
<ul style="list-style-type: none"> • Roles and Responsibility Documents yet to be finalised: • Finance & Administration

- Officiating - (Draft received/needs to be reworked)

Outcome/Action (Responsible):

- **Finance & Administration document being progressed (JM, WJ)**
- **A full Financial hand over to be done (WJ)**
- **Officiating being revised (MG)**

5.2 Trophies/Perpetual

- Competition Committees to provide 2018 requirements

Outcome/Action (Responsible):

- **Competition Committees notified**
- **item needs to be raised at pre-season meetings and in consultation with Clubs**
- **Board to make decision by June 18**

5.3 Constitution Review (Advisory Group)

- Meeting prior to AGM
- Constitution changes (motions): notification to be sent to members 37 days prior to AGM

Outcome/Action (Responsible):

- **Meeting to be organised prior to the end of 2017 year (LH, WJ, ML JM)**
- **Any changes to be sent to Admin for submission at AGM (Board)**
- **Current items: President title, Grievance Procedures (HNSW) and dates within the Constitution**

5.4 Competition Rules

- Draft submitted for approval [Field Competition Rules - amendments](#)

Outcome/Action (Responsible):

- **Document sent to Competition Committees for feedback and review - awaiting feedback (JM)**
- **To be reviewed at next Board meeting**

5.5 AGM preparation

- Time
- Board positions - vacancies
- Presentation
- Venue

Outcome/Action (Responsible):

- **HNSW AGM 10/3/2018; Ernie Orth to act as ISCH Delegate**
- **Board members to step down: Garry Bull, Wes Johnston, Maree Lackenby, Vanessa Phelan, Marian Grant**
- **2016 Directors: Wes Johnston was the 1 year vacancy; Ern Orth and Leo Hughes - 2 year term**
- **2 Female, 2 Male for 2 year period, 1 Female for 1 year vacancy - notification 48 days prior to AGM, submit nominations 35 days prior to AGM**
- **AGM Saturday 24 February 2018, venue to be determined**

5.6 Strategic Planning Workshop - day of AGM

Outcome/Action (Responsible):

- **Strategic Review to be held on the 24 February 2018**
- **align plans with HNSW**
- **Garry to run session**

5.7 Preparation and finalisation of 2017 Annual Report

Outcome/Action (Responsible):

- **requests sent to Committees for their reports**

5.8 EOI's for Committee positions

Outcome/Action (Responsible):

- **Spill of all Committees with the exception of the Field Competition Committees**
- **Field Competition Committees vacancies only - these committees were spilt in 20**
- **Finance position to be created - RTC have an immediate need**
- **Wes to draft Roles and Responsibilities for position to be included in the Representative Teams document**
- **Officiating Coordinator on RTC to have Roles & Responsibilities to be included in the Representative Teams document**

5.9 Game Development & RCC - Sport in Schools

Outcome/Action (Responsible):

- **Clubs to become more involved in the Schools in Sport program**
- **invite RCC (Paul Schofield) to the AGM to do a presentation (JM)**
- **put the RCC reports on the website**

Motion #1. The addition to The Prepresentative Teams Committee of a Finance Officer who will also form part of the Finance and Administration Committee

Moved by Wesley Johnston; seconded by Jodie Simms

Carried? Yes

Motion #2. An EOIpocess for all Committees with the exception of the Field Competition Committees be undertaken

Moved by Vanessa Phelan; seconded by Jodie Simms

Carried? Yes

Motion #3. To invite the Regional Coaching Coordinator to the 2017 AGM to do a short presentation to member clubs

Moved by Maree Lackenby; seconded by Jodie Simms

Carried? Yes

Item #6. Guest session (raised by Garry Bull)

Nil

Business arising: General Correspondence P/E 11 December 2017

7.1 Request for grievance to be elevated (D Perry)

Actions/Outcomes (Responsible):

- **Email sent HNSW (GB)**

7.2 Committee Reports for 2018 Annual Report

Actions/Outcomes (Responsible):

- **Email sent to Committees - due 31 December 2018 (JM)**
- **Annual Report to be completed 31 January 2018**

7.3 Resignation - Anthony Russell - Men's Indoor Registrar

- Resignation to take affect at the conclusion of the 2017 Indoor season

Actions/Outcomes (Responsible):

- **EOI to be sent out**

7.4 Passing of Graham Body

7.5 [Aged Receivables @ 1 Nov 2017](#)

Actions/Outcomes (Responsible):

- **Forwarded to clubs (WJ)**

7.6 Permission for Aceit to use photos

Actions/Outcomes (Responsible):

- **Approved by Marketing & Events (GB)**

7.7 Merging of Men's Representative Teams with Sydney South

Actions/Outcomes (Responsible):

- **Formal response to be sent to Sydney South - players would be subject to current Representative Teams selection policies (GB)**

7.8 Resignation - Ian Frew - Men's Field Fixtures

- Resignation to take affect immediately - 27/11/2017

Actions/Outcomes (Responsible):

- **EOI to be sent out**

7.9 Resignation - Darren Fowles - Junior Field Registrar

Actions/Outcomes (Responsible):

- **EOI to be sent out**

7.10 Resignation - Darren Fowles - Junior Indoor Coordinator

- Resignation to take affect 22/12/2017

Actions/Outcomes (Responsible):

- **EOI to be sent out**

7.11 Letter of apology - Ern Orth

7.12 Dapto HC - updated contact information

Associated files

1. Aged Receivables Summary @ 1 11 2017.pdf

Item #8. Committee Reports, Minutes & Action Items: Finance and Administration (raised by Wesley Johnston)

8.1 *Finance Report period ending 11 December 2017*

Actions/Outcomes (Responsible):

- **Outstanding men's clubs not financial for Indoor Competition**
- **Possibility of a club registration fee in 2018 to cover Revolutionise - \$3600 and will allow the ISCH fee to remain similar**

8.2 *Financial/Accounting Policies*

Actions/Outcomes (Responsible):

- **Review structure, policy and procedures (WJ, VP)**
- **Develop financial/accounting policies including purchasing procedures (WJ/VP)**
- **Establishment of a Finance Committee to break up tasks/ split the role of Finance Officer is a vacancy occurs (WJ to transition)**
- **Placement of a Finance administrator on Committees - priority RTC**
- **Processes of raw data being sent to Finance is not accurate - needs to addressed**

8.3 *Length of Board Meetings*

Actions/Outcomes (Responsible):

- **Administrative Committee to investigate streamlining options (JM)**
- **using Revolutionise to help streamline**

8.4 Notification of non-compliant clubs WWCC from HNSW

Actions/Outcomes (Responsible):

- **MPIO contacted clubs involved (Gerringong and Robertson)**
- **Response received from Gerringong**

Motion #1. Financial Report for the period ending 11 Decembetr 2017 be adopted
<p>Moved by Wesley Johnston; seconded by Marian Grant</p> <p>Carried? Yes</p>
Motion #2. In 2018, establish a club registration fee which is rellective of the Revolutionise software costs and is dertermined by the membership of each club
<p>Moved by Wesley Johnston; seconded by Vanessa Phelan</p> <p>Carried? Yes</p>
Item #9. Committee Reports, Minutes & Action Items: Indoor Competition Committee (raised by Ernest Orth)
<p>9.1 <i>Minutes</i></p> <ul style="list-style-type: none"> • Nil <p>9.2 <i>2017 Competition</i></p> <ul style="list-style-type: none"> • Concerns regarding Men's Indoor competition • 4th Division Women's Dapto v Wests Red <p>Actions/Outcomes (Responsible):</p> <ul style="list-style-type: none"> • Board Meeting held 5 December 2017 (Board members present ML, GB, LH, MG, WJ and VP. Apologies JS and EO. Indoor Committee members present Judy Hooper, Warren Gale and Anthony Russell) • Complete review of all the men's competition undertaken which revealed an number of issues - unfinancial and unregistered players, over quota of non ISCH players <ul style="list-style-type: none"> • Offending clubs to receive a forfeit for the first offense and any subsequent offense that differs in nature • All unregistered players need to be registered prior to playing semi-finals • Invoices to be issued to players who have not paid (WJ) 1. Women's 4th Division game to be replayed at a time convenient for both clubs as the Board deemed an unfair advantage was gained due to an administrative error by the Committee <p>9.3 Indoor Officiating Positions to be approved (email received from Acting Indoor Coord - Judy Hooper)</p> <p>Actions/Outcomes (Responsible):</p> <ul style="list-style-type: none"> • Secretary: Mark Pilkington - accepted/appointed • Officiating: Tyson Street (Men's) - accepted/appointed, Tracey Shephard (Juniors) accepted/appointed • Officiating: Vicki Cowan (Women's) - awaiting confirmation • Fixtures: Rebecca Burgess (Women's), Pat Preeo (Juniors) - awaiting confirmation • Acting Women's Coordinator not appointed by Board - position can be delegated by Committee but has no voting rights <ul style="list-style-type: none"> • EOI to be sent for Indoor Coordinator position - Judy Hooper ratified to act in that position until it is filled (Judy Hooper has 1 vote on the Committee)
Motion #1. All first offenses for an individual player must be penalised and any identical subsequent offense where the club has not be notified a forfeit will not be applied.
<p>Moved by Wesley Johnston; seconded by Marian Grant</p> <p>Carried? Yes</p>

Item #10. Committee Reports, Minutes & Action Items: Junior Field Competition Committee (raised by Wesley Johnston)

10.1 *Minutes*

- Nil

10.2 Joey Ball Review and Recommendations

- [Review attached](#)

Actions/Outcomes (Responsible):

- **to be reviewed by Board for any further action**
- **to be sent to HNSW regarding feedback**

Associated files

1. FCC Junior U7 and U9 Joey Ball review 2017.pdf

Item #11. Committee Reports, Minutes & Action Items: Men's Field Competition Committee (raised by Garry Bull)

11.1 *Minutes*

- Nil
- next meeting 16 December 2017

Item #12. Committee Reports, Minutes & Action Items: Women's Field Competition Committee (raised by Marian Grant)

12.1 Minutes

- Nil

Item #13. Committee Reports, Minutes & Action Items: Shoalhaven Field Hockey Committee (raised by Vanessa Phelan)

13.1 *Minutes*

- Nil

Item #14. Committee Reports, Minutes & Action Items: Representative Teams Committee (raised by Maree Lackenby)

14.1 *Minutes*

- 14/9/17 and 20/10/17
- [REPRESENTATIVE TEAM COMMITTEE Minutes 2017 09 14](#)
- [REPRESENTATIVE TEAM COMMITTEE Minutes 2017 10 20](#)

14.2 RTC Liaison Role on Officiating (raised by RTC)

Actions/Outcomes (Responsible):

- **An EOI to appoint an Officiating Liaison Officer to the RTC (JM)**
- **Position will be responsible for:**
- **Allocation of umpires to Field and Indoor State Championships**

- **Automatically appointed to Officiating Committee to provide a conduit of information between committees**

14.3 Men's Masters Organisation

Actions/Outcomes (Responsible):

- **Men's Masters organisation - minutes to be forwarded to Board for further discussion**
- **replace coach with age facilitator**

Associated files

1. REPRESENTATIVE TEAM COMMITTEE Minutes 2017 10 20.pdf

2. REPRESENTATIVE TEAM COMMITTEE Minutes 2017 09 14.pdf

Item #15. Committee Reports, Minutes & Action Items: Game Development Committee (raised by Jodie Simms)

15.1 *Minutes*

- Nil

15.2 Committee resignations

Actions/Outcomes (Responsible):

- **EOI to be sent for Game Development and other vacant committee positions (JM)**

Item #16. Committee Reports, Minutes & Action Items: Officiating Committee (raised by Marian Grant)

16.1 *Minutes*

- Nil

16.2 *Officiating Selection Policy for State Championships*

- Wording to include '*Any junior official appointed to a representative team by the Officiating Committee needs to be under the care of an adult with a current WWCC*'

16.3 *Roles and Responsibilities Document*

- *To be reviewed*

Actions/Outcomes (Responsible):

- **Review Development Strategy, State Championships Selection and Roles and Responsibilities documents to ensure consistency (MG)**

- **Create task and attach relevant documents (JM)**

16.4 *Input of data by technical officials to Revolutionise*

- Current TO's not trained

Actions/Outcomes (Responsible):

- **Training session to be organised after end of field season/new year (JM)**
- **Laptops purchased have gone missing - to be investigated (WJ)**

16.5 Number of games umpires can officiate in a day - should there be a limit

Actions/Outcomes (Responsible):

- **To be taken back to the Committee (MG)**
- **HNSW have rules**
- **Suggested 2 games per day**

Item #17. Committee Reports, Minutes & Action Items: Marketing & Events Committee (raised by Garry Bull)

17.1 Minutes

- Nil

Actions/Outcomes (Responsible):

- **EOI to be resent, position details to be revised (GB)**
- **O35/65 documents need to be signed with Destination Wollongong**
- **Discussions taking part for Indoor 2019/20/21**

Item #18. Life Members (raised by Garry Bull)

18.1 Criteria to be nominated for Life Membership

Confer Life Membership in recognition of distinguished, outstanding or special services to the Association in two (2) or more of the categories prescribed herein, over a period of at least fifteen (15) years or cumulative periods aggregating fifteen (15) years.

Categories of Service:

- (i) Officer of the Association or member of any previous management committee of the Association however designated.*
- (ii) Delegate of the Association to the New South Wales Hockey Association or any other organisation with which the Association is affiliated.*
- (iii) Representative player, coach or manager with ISCH, State or Australian Hockey teams.*
- (iv) Umpire at New South Wales or Australian Championships.*
- (v) ISCH, State or Australian selector.*

I should also note that I believe this highlights a significant gap in our current process for receiving Life Membership nominations and AGM approval which is not fully detailed by our Constitution.

5.2 Life Members

(a)The Board may recommend to the Annual General Meeting that any natural person who has rendered distinguished service to the Association

or Hockey, where such service is deemed to have assisted the advancement of Hockey in the Region, be appointed as a Life Member.

(b) A resolution of the Annual General Meeting to confer life membership (subject to clause 5.2(c)) on the recommendation of the Board must be a Special Resolution.

(c) A person must accept or reject the Association's resolution to confer life membership in writing. Upon written acceptance, the person's details shall be entered upon the Register, and from the time of entry on the Register the person shall be a Life Member.

Actions/Outcomes (Responsible):

- **see motion**

Motion #1. Accept that the final wording be adopted

Moved by Garry Bull; seconded by Marian Grant

Carried? Yes

Item #19. Facilities Committees (raised by Garry Bull)

19.1 *Minutes*

- Croom Regional Hockey Centre: 18/09/17
- [Croom Working Group Meeting 2017 09 18](#)
- Illawarra Hockey Centre: Nil

19.2 *Responsibilities at hockey venues*

Actions/Outcomes (Responsible):

- **Facility providers to organise procedural document for opening, closing, scoreboard and watering procedures (GB)**
- **Clubs and facility management to work in conjunction to organise and clarify procedures (GB/Clubs)**

Associated files

1. Croom Working Group Meeting 2017 09 18.pdf

Item #20. General Business (raised by Garry Bull)

20.1 *Process for Appeals*

- need a process that comes through Committees
- information / report gathering prior to presentation to the Board
- Appellant and Committee representative able to attend Board hearing

Actions/Outcomes (Responsible):

- **Form / template attached**

- **Final version to be sent (LH)**

20.1 Active Kids

Actions/Outcomes (Responsible):

- **Clubs to be registered for the vouchers and receive the money**

Motion #1. Template to be adopted

Moved by Jodie Simms; seconded by Marian Grant

Carried? Yes

Associated files

1. ISCH Incident Report summar.docx

Item #21. Next meeting (raised by Garry Bull)

Meeting closed 9:00 pm

Tuesday 6 February, Shoalhaven - Jodie to book venue