

ATHLETICS WAIKATO-BAY of PLENTY Inc ~ MANAGEMENT COMMITTEE MEETING
Cambridge on Monday 13th November 2017

MINUTES

PRESENT: Kelly Diprose (Chair), Malcolm Taylor, Margaret Holcroft, Mhyre Oman, Sandra Murray, Kerry Hill, Heather O'Hagan, Steve Rees-Jones

APOLOGIES: Murray Green, Alan McDonald

MINUTES of PREVIOUS MEETING were approved

CORRESPONDENCE

Inwards:

- Porritt Survey certificate
- Confirmation of season's bookings of Porritt Stadium
- Eftpos terminal (confirmed as being stored by Mhyre)
- Kiwisport funding approved for \$15,000 plus GST from Sport Waikato
- Confirmation that Kiwisport funding approved for two further years for Bay of Plenty region from Sport BOP, \$15,000 plus GST per annum
- Bruce Clark Coroners report and Health and Safety plans from Athletics Auckland
- Proposed competition rule changes from ANZ (pit lane for race walk removal, One Mile NZ Champs proposal, No technical delegate appointment for minor Champs)

Outwards:

- Summer Handbook
- Children's Handbook
- Details of officials training days to clubs
- Age Flashes
- Half Marathon AWBOP Champs medals

FINANCE

- A remit was passed to apply for \$5000 from WEL Trust towards administrator salary
- A remit was passed to make an application to Grassroots Trust required for \$30,000 towards expenses associated with the NZ Track and Field Championships
- An application to Trust Waikato for administrator salary was declined
- Expenses approved Heather O'Hagan - \$192.50 (Postage, Printer cartridge, paper)
- Expenses approved for Kerry Hill - \$1113.03 (fuel costs), \$140 NISS Champs accommodation
- Travel allowances for 2018 were agreed with no changes to previously circulated amounts
- It was confirmed that Kelly Diprose and Murray Green have been added as signatories to the UDC accounts with Ashley Taylor removed.

August 2017 Accounts paid - Approved

\$306.67 – Sport Waikato (Rent)	\$312 – IRD PAYE
\$408.33 – Orix (Car hire)	\$1727.27 – Kerry Hill (Coachforce)
\$442 Hart Sport (Discus)	\$650 Hart Sport (Blocks)
\$2064 Hart Sport (Blocks/Discus)	\$2897.28 IRD (GST)
\$1768 – Steve Rees-Jones (Salary)	\$2503.68 – Sightline performance (Javelins)
\$144.74 – A Langman (NZCAA accommodation)	\$213.90 – M Holcroft (NZCAA accommodation)
\$495.50 – NZCAA (Affiliation)	\$1987.50 – NZCAA (age flashes)
\$265.46 – ACC (workplace cover)	

September 2017 Accounts paid - Approved

\$306.67 – Sport Waikato (rent)	\$312 – IRD PAYE
\$408.33 – Orix (Car hire)	\$10 – Lake City (registration refund)
\$11.50 -Emblems (trophy engraving)	\$340 – Matamata Club (AGM room hire)
\$1727.27 – Kerry Hill (Coachforce)	\$1768 – Steve Rees-Jones (Salary)
\$112.50 – NZCAA (age flashes)	\$392.78 – Direct Group (Officials uniforms)

REPORTS (see at end of minutes):

The following were received and discussed:

Kerry Hill (Coach Force): Additional to written report

- The large number of people attending Run, Jump, Throw courses was noted.
- ANZ level 2/3 courses will be advertised soon.
- IAAF courses need instructors to be retrained as they have moved from 5 levels to 3 levels. Kerry will be contacting Fletcher McEwan (IAAF lecturer) to obtain names of the New Zealand people accredited as lecturers so that they can be retrained in the new IAAF course levels.

Heather O’Hagan (Officials): Additional to written report

- Sunday’s officials training course was cancelled due to lack of attendees and it was noted that this has now happened twice in four months.
- The “Stretch” timing app was suggested by Heather as a useful resource for timing the intervals between field athlete attempts in light of the recent rule changes.
- It was noted that the Pole Vault will be cancelled at the next open meeting due to the uprights being in poor condition. This will be advertised online.
- Some poor programming of field events has been noted. As such, Heather is to be involved in the meeting deciding the timetables of events next year.
- It was agreed that the Management Committee will write to Hawks expressing concerns over Jeannette’s health being affected by carrying out her current roles at Porritt stadium and noting that

there are risks of her being harmed. Hawks will be asked as Duty Club at Porritt to address these issues.

Sandra Murray (Children) – Written report submitted

Murray Green (Chairman) – Informal written report submitted

The meeting took time to acknowledge the death of Graeme McCabe and the huge contribution that he made to the Centre over a long period of time. His work with Putaruru and Tauranga clubs was noted along with his contributions as an official and with NZ Zealand travelling teams including acting as Chef de Mission at the Olympic Games. His further contributions to the Tauranga Millennium Track Trust and the Coach Force programme were acknowledged.

It was confirmed that Mhyre Oman has been appointed to the Athletics New Zealand Awards Committee as a replacement for Graeme.

GENERAL BUSINESS

- Pacemakers at Open Meetings were discussed. It was agreed that all athletes starting a race must have paid the appropriate entry fee for that event.
- It has been noted that there have been a large number of unregistered athletes at Open Meetings this season. After the 1st December the \$10 fee for unregistered athletes will be strictly enforced. In addition, Steve will speak with Hawks about this due to the large number of their athletes who have not been registered on the database.
- Health and Safety.
 - It was noted that Health and Safety should have a more prominent presence on the AWBOP website so that it is easier to find.
 - Jeannette working alone at the track is also a concern from a Health and Safety perspective
 - Heather is working on a hazard identification list
 - It was questioned what health and safety information should AWBOP provide to schools prior to events

These major actions were deemed as the most important:

1. Request from HCC if they have risk Management Plans for Porritt Stadium for users.
2. Form a Health and Safety Committee that can discuss incidents and review Health and safety documentation regularly.
3. Put Health and Safety on the agenda for every Management Meeting.
4. Send Health and Safety briefings to all officials for each meeting. Also send them out a Risk Management Plan.

The meeting was moved into Committee at 8.50pm

The meeting was moved out of Committee at 8.55 pm

- The Meeting was updated by Steve that the 2018 Road Race Championships are likely to be held at St. Peter's School Cambridge for 2018. Negotiations are going on between ANZ and the potential host club (Hawks). Steve will be providing AWBOP assistance with the event. Heather indicated that officials are unlikely to be an issue and the George Caddie will make contact with Steve about the proposed Race Walk course.
- The Hammer throws practice circle at Porritt has been deemed to be sub-standard, with re-concreting required. Costs would be needed before any work and Steve is to talk to Alan about this.
- A quote of \$200 for a Starters Stand was received and it was agreed to go ahead with this.
- The meeting agreed that Steve would get the new starting blocks from Jeannette for use at Open Meetings, so that they can be worn in before the NZ Champs. Details of the Discus and Shot ordered by Jeannette are also to be sent to Heather by Steve.
- Margaret Holcroft is to report back to the next meeting with regard to team managers code of conduct as AWBOP does not currently use them.
- Alan McDonald was voted onto Management Committee as a representative from the Track and Field area (replaces Murray Green, who remains as Chair).
- A brief update on the strategic planning process was given to the meeting by Steve. Meetings between Steve, Murray, Alan and Roseanne Murray from Sport Waikato are ongoing and a draft document was circulated. It was noted that currently athletes are not greatly involved and it would be a benefit to have an athlete representative as part of the new structure.
- An update was given by Malcolm on the Tauranga track resurfacing. The project was short by \$80,000 and Athletics Tauranga has agreed to a loan of \$50,000 to ensure that the project goes ahead. An alternative donor is being investigated to complete the funding. It was confirmed that the resurfacing will be going ahead.

NEXT MEETING:

- Monday 12th February, Cambridge 7:30pm

REPORTS

CHILDREN

Children's Report to Management Meeting

Our season has begun with most clubs having held at least one club night. Matamata held their Ribbon Day in rather damp conditions but there were a good number of athletes from approx. 20 clubs despite the weather. Heather O'Hagan spent some time with officials at the Matamata Ribbon Day, helping with the changes in rules esp for the field events. Whakatane Ribbon Day was held on 4 November, we await their Referee's Report.

Our first meeting of the season saw 14 clubs represented with some new faces which was great to see. Ribbon Day referees were appointed and the Relay Championship Roster was started. There was discussion around those interested in being part of the Local Organising Committee for the 2019 Colgate Games that will be held in Hamilton.

There was discussion at our October meeting around the Incentive Scheme we have for those 10-14 year olds attending 3 or more ribbon days this side of Christmas and then again in February/March. The last two seasons we have provided petrol vouchers but this year we have put out a survey to receive feedback from parents and children to see if other vouchers may be preferred. The decision for this will be made at our November meeting.

Alan MacDonald put together a draft for volunteers/coaching development we are just waiting for this to be finalised so it can be put out to the clubs.

Margaret Holcroft and Andrew Langman attended the NZCAA AGM in August as reported in the Management Meeting Minutes held on 20 August. Further to that Children's Report the following dates for Competition were set:

NI Colgate Games

2018	5-7 Jan	Auckland
2019	4-6 Jan	Hamilton
2020	10-12 Jan	Taranaki

SI Colgate Games

2018	12-14 Jan	Timaru
2019	11-13 Jan	Dunedin
2020	17-19 Jan	Christchurch (provisional)

Gr 12,13 IPs

2018	31 Mar-1 st April	Taranaki
2019	20-21 April	Canterbury (provisional)
2020	11-12 April	Auckland

NI Gr 14-U18 IPs

2018	27 Jan	Massey Park, Papakura
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Awards:

Long Service: Sharee Jones (Hawkes Bay-Gisborne)

Life Member: Jan Cockeram

General discussion:

- Age Patches now 75c each
- Team Managers (and officials) accompanying Gr 12,13 IP team - code of conduct policies re alcohol consumption while children in their care, some Centres have a zero tolerance policy. Many schools hosting the teams also have a dry policy re alcohol consumption on school grounds. To go back to Centres to look at their policies re alcohol consumption and the use of illicit substances.
- Colgate Games 2018 – 40 years of sponsorship with Colgate, all competitors will receive a commemorative medal instead of a competitor's ribbon.
- Consider a Young Officials Scholarship (U23) – athletes moving into officials – to be investigated
- Talk by Paralympics NZ – Marguerite Christophers – as NZCAA is fielding many queries re athletes with disabilities and children's athletics and incorporating disabled athletes into the Colgate Games. Athletes need to be classified– three main areas: visual, intellectual and physical then sub groups within each area.

When we start to classify: this is a formal assessment, now being done at Secondary School level. If athletes with disabilities come to club - Contact local Halberg officer or Parafed who will be able to offer guidance and support. Initially participants are about exploring sport options then will engage more. At early stage sport is about engagement with peers. Biggest barrier is enjoyment.

We are all looking forward to a busy summer season in which all children in the Waikato/Bay of Plenty region have the opportunity to grow and develop within our sport of athletics.

Sandra Murray
Chairperson WBOP Children's Committee

COACHFORCE

ATHLETICS WaiBOP : Activity Report – Aug, Sept, October, 2017

Kerry Hill, Athletics Coach Force Officer, B.O.P.

August :

- I attended (own expense) the IAAF World Athletics Champs in London, and the associated Coaching Congress.
- Attended the WaiBOP AGM in Matamata
- Took part in a CoachForce training day at Sport BOP re training in preparation of monthly reports and data recording
- Went to Auckland for a weekend at Bruce Pulman Park, Papakura, for Run Jump Throw Developers and the regional RJT coordinators throughout the country.

September :

- Conducted a relays education afternoon in Hamilton for the centre, explaining the new National Relay System I developed. Bad weather, understandably low turn-out. Need to do this again soon, and invite relevant athletes for the practical session.
- Attended the AIMS Games cross country in Tauranga (Sunday, Sept 10) and communicated with several parents and coaches re upcoming clinic opportunities in BOP.
- Took part in a further "Passport" CoachForce training day at Sport BOP re training in preparation of monthly reports and data recording
- Went again to Auckland for a weekend at Bruce Pulman Park, Papakura, for Run Jump Throw Deliverers and the regional RJT coordinators throughout the country. This time, the preliminary for the launch of the new products, and training in how to deliver this.
- Attended, with several parents and four coaches of athletes, a parents' evening with noted Australian psychologist, Wayne Goldsmith.
- Conducted a two hour Run Jump Throw course for 22 teachers at Tauranga Intermediate School

October :

- Conducted a one hour Run Jump Throw session at Tahatai Coast school. Papamoa, for 16 teachers
- Conducted another BOP Development Squad Camp in Tauranga, with invited coach Stacey Taurima who visited at my expense, costs largely covered by the Pakuranga Club as Stacey and I spent two days there to offset the costs to BOP.
- Conducted a three hour Run Jump Throw Course for the Papamoa Club

- Attended the National sprints & Relays Camp in Papakura, where I was responsible for the relays practicals. Four BOP athletes and new coach, Grant Unkovich, were also present.
- Conducted a 2.5 hours Run Jump Throw Course for Taupo Athletics Club, 56 participants and 24 coaches, 18 observers.
- Took part in a further “Passport” CoachForce training day at Sport BOP re training in preparation of monthly reports and data recording
- Conducted a 2.5 hours Run Jump Throw Course for local teachers at Rotorua Intermediate school, 22 teachers
- Conducted a 2.5 hours Run Jump Throw Course for local teachers at Glenholme School, Rotorua, for 17 teachers
- Conducted a 3 hour Run Jump Throw Course for coaches from Katikati, Bellevue, Papamoa & Greerton Cubs at Wharepai domain, Tauranga, 8 coaches

Kerry Hill

OFFICIALS

Officials report for management, November 2017

I held a Jumps and Throws training day at Cambridge on Sun 3rd September at the request of the Cambridge Club. There were 11 attendees, 3 new from Whakatane (Rene Oto’s group) plus Rene assisting, one from Tokoroa/Lake City, and 6 from Cambridge. As it was Fathers Day and they were all anxious to get home, they took the papers away with them to complete. I am still waiting on one to return hers for marking. The rest all passed what they sat.

I have another day on Sun 12th November at Pemberton Park at the request of the Greerton Club. At the time of writing I do not know how many attendees I will get.

I have held a rule changes session one Thursday evening at Tauranga with 8 attendees, and one prior to competition at Porritt with 15 attendees. I also was at the Matamata Ribbon Day for the officials briefing and ran through the most pertinent changes with those attending (10 graded officials plus extra parent helpers).

The Children’s committee ran with the 30secs for field events from the start for their season, and have purchased countdown timers to be used at their Ribbon Days etc.

As far as the timing for field events for open meets goes, this started on Sat 3rd Nov. Due to the very low number of officials who made themselves available for the competition we really struggled with field events. The long jump/triple jump competition was run by John Goodwin, a coach with a C grading. The message was sent to remind them of 30secs, but I don’t not know if this was adhered to. I was on javelin and hammer and spent some time talking to the athletes (all Sec School age heading to Hastings) about the timing change.

The 2017-2019 IAAF rule book is now on the IAAF website, in the Technical area. I have not yet had time to read it through thoroughly to be sure of the final wording used. There were many corrections to the original rule changes document. The Officials Assoc may have to add a part change to members to cover the increased cost of producing the rule book in the new format the IAAF have chosen to use- incorporating the interpretations from The Referee, meaning more pages, and colour.

The senior competition got under way on Sat 14th October, which I was not able to attend. The meets on 28th October had a reasonable turn out of officials, due to the rule changes session prior, but Sat 3rd saw 3 graded officials to cover throws (needed 2), high jump and long jump simultaneously. A big thank you to those parents and coaches who helped out- it would not have happened without you. We have a real problem with the low number of officials.

Heather O'Hagan,
Officials Educator.