

ATHLETICS WAIKATO-BAY of PLENTY Inc ~ MANAGEMENT COMMITTEE MEETING
Cambridge on Monday 15th April 2019 7:30pm

MINUTES

PRESENT: Murray Green (Chair), Kerry Hill, Murray Clarkson, Andrew Langman, David Couper, Malcolm Taylor, Sandra Murray, Louise Young, Criss Strange, Dianne Rodger, Kelly Diprose, Steve Rees-Jones

APOLOGIES: Heather O'Hagan, Mhyre Oman

MINUTES of PREVIOUS MEETING: were approved

MATTERS ARISING:

- It was noted from Athletics Auckland Board minutes that they did not sign the cooperation agreement with Athletics NZ.
- The WBOP Road Champs is now confirmed as being at St. Peters School.
- Steve has met with Trust Waikato to discuss funding applications. As a result it is now planned to apply for a combined salary and expenses package for Louise and Steve's roles. This will be for the June funding round.
- The keys for Porritt Stadium were discussed. Criss is to go to HCC to obtain another copy of them.
- Murray updated on the meeting with Hamish Meacham regarding development officer role support from Athletics NZ. That meeting resulted in no financial assistance, however subsequently Athletics NZ have reviewed their position and are now planning to financially support two regions. They are yet to decide which regions they will be.
- Criss questioned the role of Tim Driesen from Athletics NZ and requested some clarity about his duties.
- The past season's open meeting income was slightly down on the previous year, though when taking into account the North Island Championships, overall income was increased. Criss noted that some athletes did not register all season, but still competed as registered athletes in the open meetings. It was discussed that a system should be put in place to check if athletes are registered at open meetings next season. This can be done by checking online or by printing a list of registered athletes in advance of the meeting.
- Shot Put catch fencing and hammer cage repairs have been completed.
- It was requested that HCC are written to requesting them to look at the Javelin runway condition.

CORRESPONDENCE

Inwards:

- Letter from WAIBOP Masters asking for clarification on gear hire at Porritt Stadium
- Confirmation from WBOPSS that they will use the same singlets as the Centre – they have purchased these already
- Winter WBOP Championships venues are now booked (Tauhara Park, St. Peter's School)
- Reimbursement from Athletics NZ for Previous Inter-provincials after windup of NZCAA.

- Sports House tenancy renewal
- Near miss incident report from NISS
- List of items required at Porritt from Heather O'Hagan
- Incident reports from Colgate Games (official fall) and Children's Champs (Athlete taking a fall outside of competition)

Outwards:

- Winter Handbooks
 - Draft Registration Figures for 2018/19 circulated to Management
 - All bookings for Grade 12/13 Inter-provincials now confirmed
 - Reminder to clubs about new winter junior age groups for 2019 season
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- Murray Clarkson confirmed that WAIBOP masters were querying gear hire charges at Porritt Stadium as they use little equipment. Murray is to organise the masters to determine a list of what they use, so a reasonable fee can be determined. It was also discussed that masters are keen for more combined centre meetings.
 - It was noted that some athletes did not seem to be well informed of logistics prior to the NISS event. It should be fed back to Tony Rodgers that information should be disseminated better to athletes prior to the event.

FINANCE

January 2019 Accounts paid

Sport Waikato \$306.67 (rent); Eftpos \$70.67 (Eftpos fees); Orix \$408.33 (car lease); The Computer Guy \$856.25 (wind gauge and computer setup); ANZ \$20 (eftpos fee); Steve Rees-Jones \$1706.38 (salary); Louise Young (Salary) \$1651.26; Fleet Partners \$581.90 (car hire Louise); IRD \$927.16 (PAYE/Kiwisaver); Fleet Partners \$67.88 (Fuel Louise); Bunnings \$49.99 (etc.); Edgecumbe College \$932.53 (IP 14/18 expenses); Graham Walker Builders \$475.42 (LJ Boards); Tauranga City Council \$286 (Meetings Track Hire); Waikato Rivertones \$600 (late payment for NZTF 2018 cleaning).

February 2019 Accounts paid

Sport Waikato \$306.67 (rent); Eftpos \$70.67 (Eftpos fees); Orix \$408.33 (car lease); Margaret Holcroft \$29.58 (gear shed expenses); Katherine Camp \$200 (Porritt expenses); Kerry Hill \$1727.27 (coachforce); Kerry Hill \$703.27 (expenses); Steve Rees-Jones \$1706.38 (salary); Louise Young (Salary) \$1651.26; Fleet Partners \$581.90 (car hire Louise); IRD \$927.16 (PAYE/Kiwisaver); Murray Clarkson \$249 (Laser measure); Criss Strange \$5730 (Porritt Classic prizes); Gaprie \$1054.76 (Shot Catch Nets); ANZ \$327.03 (Fees Porritt Classic eftpos use); Paice Engineering \$46 (HJ Lock); Dianne Rodger \$44 (Staples); Ashley Taylor \$79.80 (Battery Wind Gauge); \$1100 to Porritt Classic Athletes of the Meeting; Diprose-Miller \$69.00 (Xero); Wilson Contracting Services \$2690.43 (Hammer Cage repairs); Fleet Partners \$71.73 (Fuel Louise); Piako Security \$227.90 (security Porritt Classic); Athletics NZ \$440 (relay entries NZ TF); IRD \$9480.43 (GST); Vineford Products \$540.96 (numbers Porritt Classic).

March 2019 Accounts paid

Sport Waikato \$306.67 (rent); Eftpos \$70.67 (Eftpos fees); Orix \$408.33 (car lease); Hamilton City Council \$180 (Porritt Hire); ANZ \$20 (eftpos fee); Kerry Hill \$1727.27 (coachforce); Steve Rees-Jones \$1706.38 (salary); Louise Young (Salary) \$1651.26; Fleet Partners \$581.90 (car hire Louise); IRD \$927.16 (PAYE/Kiwisaver); Heather O'Hagan \$73.50 (Expenses); Lisa Adams \$250 (Porritt Classic award); 30x \$50 athlete subsidies to NZ TF; Air NZ \$13,624 (Flights IP 12/13); DPI \$969.45 (Porritt Classic programmes); Tauranga City Council \$129.50 (Domain hire); Diprose-Miller \$69 (Xero); Tauranga Millennium Track Trust \$300 (season hire); Fleet Partners \$276.56 (Fuel Louise);

REPORTS (see separately): Sandra Murray (Children), Kerry Hill (Coachforce), Louise Young (Waikato Athletics Development)

Additional to attached reports:

- Sandra confirmed that Colgate Games profit should be in the region of \$30,000.
- Louise confirmed that she has been accepted onto the Tauranga development course on 20th May.

GENERAL BUSINESS

- Health and Safety: An incident at the NISS was discussed where a shot was thrown over the head of an official picking up another shot. It is to be suggested to John Tylden/Tony Rodgers that only one shot is utilised at school's meetings in future.
- 2019-20 ANZ programme and permit meets update. Criss reported that the Porritt Classic and Christchurch meeting are likely to be given Tier 1 status next year. There is an upcoming meeting where this will be discussed, Criss can report back from that meeting. The onerous regulations around officials was noted. It was also suggested that the HCC sponsorship fund should be applied to for next year's event.
- Colts Cup replacement is required. It is to be replaced by a shield (\$200 cost).
- It was agreed to extend Louise's contract by a year.
- Greerton Club is planning to expand membership to cater for Senior and Harrier Members.
- Murray provided an update on progression to a board structure and circulated a proposed new structure for the Centre. A revised constitution would be required, and Roseanne from Sport Waikato is assisting with this. A special general meeting is required to achieve progress on this matter. There were some discussions around the format of the proposed operations committee and some concern was expressed about the role and usefulness of having a board structure. It was requested that some investigations were done to establish the structures underneath boards that other centres with a board have.
- The meeting acknowledged the performances of Marcia Petley (4 gold, 3 NZ records) and Sheryl Gower (2 gold, 1 Silver, 2 NZ records) in the recent World indoor masters Championships.
- It was discussed that the centre gear shed need cleaned out and an inventory done.
- The need for more cover for officials was stated (Gazebos).

- Andrew suggested that our top officials should have official's registration fees paid for by the Centre (e.g. grade A and B officials). It was stated that this could be paid for out of our existing officials fund.

NEXT MEETING:

- Monday 24th June, Cambridge 7:30pm – possibly including special general meeting regarding board structure

AGM Date

- Agreed date to be revised - now suggested as 18th August in Matamata, Midday. To be confirmed.

REPORTS

Children's Report to Management April 2019

Waikato/BOP Children's have competed a busy second part of the season, with Ribbon Days held by clubs in Tokoroa, Te Aroha, Paeroa with Bellevue's being cancelled due to the weather. We held the WBOP Children's Championships at Porritt Stadium mid-March which saw 415 competitors this year from 23 clubs throughout the Waikato/Bay of Plenty area. Due to the lack of support at Children's level meant I had to organise the Officials, enter the athletes and basically ensure everything was ready for the day. This took quite a bit of organising and when the team managers gathered for their meeting I didn't hesitate in telling them as it was. If some clubs or people don't stand up this coming season I foresee Relay Champs and Children's Champs struggling to continue.

Louise Young, the Waikato Athletics Development Advisor, continues to be the Minute Secretary and I appreciate the assistance she provides. Hopefully over the winter we will be able to meet with Stephen Rees-Jones to map out next season. With regards to the 12/13 Interprovincial team I believe that we will be sending a full team to Christchurch, thanks to the hard work of Ruth Kaiwhata and her team of selectors. I haven't had a breakdown on the financial aspect of the Colgate Games at the time of writing this report but may have this information to present at the meeting on the 15th April.

We will be holding our mid-winter forum on Sunday 5th May with our AGM is booked for Sunday 9th June.

Sandra Murray
Chairperson WBOP Children's Committee

Report for Management Meeting to be held on Monday 15th April

Cambridge club rooms

By Louise Young

Waikato Athletics Development Advisor

- ❖ Attend Waikato Children Champs and assist where needed.
- ❖ Attend Thames Valley Secondary School athletics in Waihi as Meet Manager.
- ❖ Attend Central Zone Secondary School athletics in Hamilton to assist and gain knowledge.
- ❖ Deliver 3 hour coaching session to members of the Te Kuiti club in Te Kuiti. Also provide copies of notes, club night structure suggestions and games ideas.
- ❖ Provide equipment list suggestions to Te Kuiti and provide information of discount codes for Get set go, and Run jump through resources [GSG and RJT]. Inform of discount code through Sports Distributors for affiliated clubs.
- ❖ Liaise with Athletics New Zealand [ANZ] to follow up on a few clubs who weren't affiliated but had athletes attending ribbon days.
- ❖ Organise and help facilitate coaching session by athlete Katie-Lee Roper to the Waihi Athletics Club.
- ❖ Arrange for delivery of sprinting coaching session with Kristie Baillie to be delivered at the Morrinsville athletics club.
- ❖ Delivery GSG and RJT workshop on jumps to Tokoroa Blades club.
- ❖ Attend Children's Committee club meetings and take meeting mins. Write draft meeting notes to be reviewed by chairperson.
- ❖ Attending funding workshop in Waihi at the community resource centre to assist with knowledge to be able to support clubs with funding applications.
- ❖ Met with Waikato school staff to discuss implementing a GSG/RJT into every day activities to help with learning of athletics skills, and cross country training throughout the year. Will continue to foster development and encourage more membership to the local athletics club to continue growth and membership, as well as encourage/teach staff with skill set.
- ❖ Discussions with Hinemoa club about possibility of hosting another workshop aimed at coaches of 10-14 year old athletes. (unfortunately the peak season made it challenging to find appropriate date). Future planning for upcoming season has been noted.
- ❖ Attend Paeroa ribbon day as team manager for Waihi and also to assist with the track events.
- ❖ Attend Ngatea club night to do demonstration of games based activities with the intention of assisting to implement the programs into the upcoming season.
- ❖ Attend Te Aroha ribbon day.
- ❖ Delivery of coaching session to Tokoroa Blades athletes and parents/committee members. Encouraged an atmosphere of positive sportsmanship and respect for officials/other adults.
- ❖ Attend Run Waihi post run debrief session to discuss possibility of creating a Harriers club attached to the Waihi club. Discussed trainings/events club currently partake in. Follow up with research on how other winter/harrier clubs operate.
- ❖ Begin contact with several clubs on conducting case studies into their season. Both successes and challenges, to see what details make a successful club/season and what makes things challenging or where to improve. (will also involve contacting clubs that didn't operate this season).
- ❖ Discussions with Hamish from ANZ regarding the club connect conference in Wellington in August.
- ❖ Attend meeting with Steph from ANZ.
- ❖ Work alongside Joan from Paeroa to have club athletes registered online. Begin showing how to use for upcoming season. Future plan to continue support in September 2019.

- ❖ Arrange for sponsorship of kitbags for 2 clubs to implement foundation programs alongside usual club night activities. Future and ongoing support for upcoming season is scheduled.
- ❖ Begin investigations into Incorporated societies and constitutions to assist clubs in these areas where required.



CoachForce Athletics, Sport B.O.P.

Report for January - March 2019

Activities conducted through the months above :

- Attended secondary school athletics champs for six Tauranga colleges
- Provided jumps assistance with notes for Taupo club, Nanette withers in particular
- Provided eight coaching clinics for Bethlehem College primary athletics hub (their biggest participation hub of several sports), and continued discussions there regarding the creation of their Athletics Academy
- Conducted four relay sessions for Tauranga Girls – they've never wanted this previously, and the two teams came 1st and 2nd at WaiBOP Sec School Champs
- Attended competitions and had several discussion with coaches and parents at :
 - Western Bay Sec School Champs
 - WaiBOP Sec School Champs
 - WaiBOP open grades Champs
 - All Classic meets at Hamilton, Wanganui, Hastings, Wellington
- Attended two lectures by sport psychologist, Brendan Spillane, to which three athletics coaches were invited from Rotorua, Whakatane and Tauranga (limit of three per sport)
- Conducted conversations with Peter Blackwood, Whakatane, re his coaching developments at the club
- Provided technical coaching assistance for Mariane Wrey, sport psychologist, for her coaching of distance runners
- Provided two running technique clinics for NCEA class at Tauranga Girls

Kerry Hill

Sport BOP Athletics CoachForce