

**ATHLETICS WAIKATO-BAY of PLENTY Inc ~ MANAGEMENT COMMITTEE MEETING**  
Cambridge 7:30pm on Monday 31<sup>st</sup> October 2016

**MINUTES**

**PRESENT:** Murray Green (Chair), Kerry Hill, Andrew Langman, Graeme McCabe, Douglas Taylor, Mhyre Oman, Sandra Murray, Margaret Holcroft, Malcolm Taylor, Heather O'Hagan, George Caddie, Steve Rees-Jones

**APOLOGIES:** Murray Clarkson, Criss Strange, Alan McDonald, Kelly Diprose, Paula Cole

**MINUTES of PREVIOUS MEETING:** were approved

**Matters arising:** It was confirmed that \$35,000 per year of funding was approved by HCC for the 2017 and 2018 NZ Track and Field Championships in Hamilton.

**CORRESPONDENCE**

**Inwards:**

- Club uniforms pictures for Centre website
- Grant of \$5,000 awarded from WEL towards Sports Force
- Grant of \$12,500 awarded from Trust Waikato towards Administrator salary
- Notification from ANZ of club affiliations processed for Sulphur City Athletic Club and Te Teko. Ohaupo are also hoping to affiliate this season.
- ANZ call for nominations for OAA Women's award and scholarship.
- Insurance claim accepted for Porritt Burglary
- MOU from ANZ for 2017 and 2018 NZ TF Champs

**Outwards:**

- Age flashes to clubs
- Call for nominations to Centre Management Committee sent to clubs
- Order for Championship Medals from Emblems

**FINANCE**

The proposed expense allowances for 2015/16 were approved. It was suggested that the selector allowances should be reviewed next year as there are no longer any relevant expenses incurred in the role.

Travel allowances for 2016/17 were approved, with Inter-Regionals Grade 14 to U18 event increasing from 30 to 45 athletes at \$40 each, resulting in an overall increase of \$600.

Finances to September 30th were previously circulated along with budget for 2016-2017. One amendment to the budget was noted, with Coach Force BOP income increased by \$3,750 due to one additional payment falling into the 2016-17 financial year.

As a result of the changes to travel allowances and the budget above the overall projected surplus for the 2016-2017 financial year has increased from \$800 to \$3950. The amended budget was approved.

#### Accounts Approved:

- \$25.60 Jeannette Vedder-Price for tyres/tubes (Porrirt equipment)
- \$44.00 Margaret Holcroft (Children's Trailer WOF)
- \$35.57 Alan McDonald (Children's Trailer Rego)

#### Accounts Paid August 2016

- \$11.50 – Emblems (engraving)
- \$2101.54 – IRD (GST)
- \$2242.50 – Trio (singlets)
- \$4600 – Sport Waikato (Sports Force)

#### Accounts Paid September 2016

- \$59.00 – General Engravers (Common Seal)
- \$265 – Matamata Club (AGM Hire)
- \$285.20 – Sandra Murray (NZCAA AGM accommodation)
- \$495.50 – NZCAA (AGM fees)
- \$1034.95 – Taupo H (AWBOP XC Expenses)
- \$1505.00 – NZCAA (age flashes)
- \$40 – S. Rees-Jones (NZ Roads Team Manager)
- \$144.81 – Crombie Lockwood (Insurance lease car)
- \$155.25 – G Walker Builders (SP repair)
- \$173.50 – HCC (Porrirt Hire)
- \$408.33 – Orix NZ Ltd (Lease car Coach Force)
- \$265.64 – ACC (workplace cover)
- \$1727.27 – Kerry Hill (Coachforce)
- \$1375 – Craig Brown (Burglary Photo Finish Equip)

**REPORTS** (see separately): *Officials (Heather O'Hagan); Children (Margret Holcroft); Sports Force (Alan McDonald)*

## GENERAL BUSINESS

- A nomination for the OAA award was made at the meeting for Dianne Rodger. It was agreed that the AWBOP sub-committee should select the Centre formal nomination to go to Athletics New Zealand.
- Concern was expressed that the non-disclosure of registrations by some clubs had not been discussed at the AGM. It was noted that there were some very low registration numbers for some clubs compared to their known active memberships. This was discussed and it was suggested that an indication of such situations earlier in the season with follow up contact with the clubs may be beneficial to increase compliance. One cause suggested was the difficulty of using the database.
- Following a request for nominations, the following were appointed to the Management Committee from different areas of the sport:
  - Track and Field - Kerry Hill
  - Track and Field – Criss Strange was suggested and is to be approached – **to be confirmed**
  - Road and Cross Country – Malcolm Taylor to continue in his role
  - Road and Cross Country – Steve Rees-Jones
- It was agreed that Athletics Waikato-Bay of Plenty will host the 2017 and 2018 NZ Track and Field Championships at Porritt Stadium, accepting the proposal from ANZ.
- It was agreed that a letter would be sent by the administrator to Wanderers Football Club requesting confirmation of their current redevelopment plans and whether it will impact on the hosting of the inter-provincials in Hamilton in 2019 and the upcoming NZ Track and Field Championships.
- Ohaupo, Sulphur City, Te Puke club uniforms were submitted for endorsement. These were approved subject to changes discussed at the meeting which will be communicated to the clubs by the Children's Committee.
- It was agreed that the AWBOP name and logo would be used on the signage that will be sent to children's clubs regarding parental behaviour/fair play. The signage will be paid for from the Children's Committee Colgate funds.
- A Health and Safety Plan and pre-event safety briefing from Athletics Auckland were presented to the meeting and discussed. It was suggested that safety briefings need to be held at the start of meetings with names recorded of all volunteers and officials in a signed log book. The administrator is to enquire with the Fire Service if they have a defibrillator available for use at their location near Porritt Stadium. It was also noted that a procedure for incident reporting document is available from the ANZ website at *Get involved – officials – resources*.
- The Sport Waikato Member Survey was discussed and a summary document had been circulated with the findings. It was noted that a further meeting is planned to take place shortly (date to be confirmed) with Sport Waikato and ANZ to continue the process of organisational restructuring/strategic planning.
- Sport Waikato restructuring was discussed. A letter was read to the meeting from Sport Waikato confirming that the Sport Force programme is likely to come to an end at the end of March 2017.

Full confirmation of the situation and the impact on AWBOP is yet to come. The Sport Waikato letter is to be sent to Management by the administrator.

- Children's Committee has been asked to raise that currently under 3's were having to take part in event for grade 3's at Ribbon Days. No changes to the current situation were agreed.

**NEXT MEETING: Monday 13<sup>th</sup> February 7:30pm at Cambridge**

## REPORTS

### OFFICIALS

A training day was held in Te Aroha on Sunday 11<sup>th</sup> September, covering General Rules, Track, Jumps and Throws. This was a mammoth day, taking about 8 hours with a short break for lunch. The club asked for some training, and opted to do it in one day, as they felt they would not get everyone together 3 times. As per the training sessions by WMG the papers were taken home to complete. 8 new officials, 7 adults and one teenager. They all sat all three papers. The younger attendee did not pass the track paper, and the other 7 passed all three.

After several attempts to set up a session with Rene Otto's throwers group, this was finally achieved on Sat 24<sup>th</sup> September in Tauranga, under the WMG umbrella. Kent Phillips provided the materials used, and assisted with the presentation, which made things a lot easier- talking for nearly 8 hours straight is not easy. A walk around the track to begin with made the track presentation much easier. The sit down portion was done at Sport BOP. 30 attendees, 2 of which had to leave early. 13 were experienced officials attending as a refresher, and some extending their gradings. Of those 8 have associations with Masters. Of the new officials, 9 were teenagers associated with the Edgecumbe College throwers group, plus 4 parents and coach (Rene Otto). 2 parents from other children's clubs attended, plus another masters thrower. So far have received 21 papers from 12 of the attendees- only one was an existing official. One of the teenagers failed the only paper sat. All others were successful in at least 1. So far 10 new officials from this session.

I have another session in Hamilton on Sunday 30<sup>th</sup> October. So far a disappointing 9 attendees have made contact. Alan McDonald has approached the schools, but it is not a good time of year for them.

I would like to have at least one more training session before the end of February, but finding the time to do this in amongst all the other activities is going to be difficult.

The 4 yearly review was almost completed by the end of September. I have removed a total of 53 officials from the Centre's list, put another 13 down as inactive until contacted/seen at events. 2 have been downgraded. We will have to do some work to fill the gaps, particularly in the Seniors ranks.

I attended a National Officials Committee meeting on 7<sup>th</sup> Oct, followed by the annual Regional Official's Co-ordinators meeting that weekend. Among the things discussed was the ROC job description. Some of the Centres have others assisting their ROC, and some don't. The decision was made to change the title of the role to "Regional Official's Educator" as this is the main requirement. The extra work that is done by us for our Centre's as Officials Co-Ordinators for meets etc. is not part of this role. The Centres should have received some communications from Trevor Spittle (officials manager for ANZ) around this issue. The Centres will be encouraged to "spread the load". I personally find the commitments required for the NOC, plus ROE and full time work extremely stressful.

We need to set down the requirements for H&S briefings, risk management etc. for our Centre meetings. I have asked Paul Craddock to send me Auckland's briefing documents for consideration.

Heather O'Hagan.  
Official's Educator.

## **CHILDREN**

With the commencement of Term Four, most Children's Clubs have commenced their summer season with registrations and club nights.

Two new clubs – Ohaupo and Sulphur City – are in the processes of becoming affiliated with Athletics New Zealand, and have been given dispensation by the AWBoP Children's Committee to attend local Ribbon Days until the documentation is finalised.

We also welcome the Te Teko Club who have come out of recess.

The first of our Ribbon Days is being held on 29 October at Matamata, followed by Whakatane the next weekend.

Only four of the established Children's Clubs have yet to pay affiliation fees to ANZ and reminders have been sent to these clubs; until they have paid, passwords for on-line registration of athletes to the Colgate Games cannot be issued.

The next Children's Meeting is being held on 12 November at the conclusion of the Fairfield Ribbon Day, with planning for the Relay Champs on 10 December a main agenda item, along with calls for a Children's Chair and Gr 12, 13 Inter-provincial Managers.

Margaret Holcroft  
Secretary

## **SPORTSFORCE**

September October November is the busiest time of the year as this is the time that schools and clubs want coach development. It has been pleasing that during September 3 clubs ran coach training for their volunteers before the season started. However more clubs are requesting more than one visit therefore every evening and half of the weekends are booked through to the end of November

### **COURSES DELIVERED**

CLUBS: new clubs Ohaupo and Tokoroa Blades, Frankton Children, Matamata, Cambridge, Waihi. 2 postponed and 6 clubs booked for November

SCHOOLS: 11 schools have received teacher PDs and the 27 strong Sport Waikato Energizer team received a refresher and have delivered another 9 teacher training along with working in 168 schools as they build into their sports days

### **WAIHI DISTRICT SCHOOL CLUB LINK**

In conjunction with Athletics NZ we are trialing a school – club link up in the Waihi district. 9 schools have received teacher training, in school time delivery with classes and after school athletic taster sessions. Pupils who are interested are then encouraged to join the Waihi club. The club are up skilling their volunteers with the help of Get Set Go and Run Jump Throw trainer during their club nights. All this should produce a lift in membership and improved delivery from the club.

### **APPROVED CLUBS**

Cambridge Frankton and Hlnimoa are well advanced now with their future planning to ensure sustainability and good pathways for their athletes and volunteer coaches and officials

Fairfield and Taupo are advancing with TeAroha & TeAwamutu commencing their planning this season

### **PLANNED COURSES**

Get Set Go 1 day course Sunday Nov 6<sup>th</sup> Sport Waikato

Run Jump Throw 1 day club coach TBA before Xmas

Level 1 / IAAF courses are also being planned in conjunction with Kerry Hill Sport BOP Coach Developer

### **SPORT NZ COACH DEVELOPMENT**

I attended a 3 day course in September and along with 10 other sporting codes was trained on how to develop existing coaches. I was successful in passing and now in a position to work with clubs on how to better advance the knowledge of their coaches, coach mentor and observe and give feed back on coaching sessions. Please contact me if this is of interest to you.