



WA Athletics Officials Club Inc. Committee Meeting

Date: Tuesday, 13 November 2018
Time: 6.30 pm
Venue: Training room, Department of Local Government, Sport and Cultural Industries – Sport and Recreation
246 Oxford Street, Leederville

1. WELCOME

6.41 pm meeting opened

2. ATTENDANCE

Matthew Vine, Jennifer Wheatley, Marie Fitzsimons, Bernadette Hennighan, Bev McCagh, Marion Buchanan, *Fiona Brown in attendance via phone*

3. APOLOGIES

Max Sulejmani

4. CONFLICT OF INTEREST

No conflict of interest declared

5. MINUTES FROM PREVIOUS MEETING/S

The minutes of the previous meeting, 12.09.2018 were distributed to members and discussed.
The meeting confirmed the minutes as being a true and accurate record

- o Proposed by Matt, seconded by Bernie. All in favour? PASSED

The minutes of the special meeting, 14.10.2018 were distributed to members and discussed.
The meeting confirmed the minutes as being a true and accurate record

- o Proposed by Bernie, seconded by Bev. All in favour? PASSED

The minutes of the special meeting, 16.10.2018 were distributed to members and discussed.
The meeting confirmed the minutes as being a true and accurate record

- o Proposed by Matt, seconded by Bernie. All in favour? PASSED

6. CORRESPONDENCE

Received

- Association Online constitution approved (07.11.2018)
- proposed data projector purchase, three quotes, F. Brown (09.11.2018)
- newsletter ideas for committee consideration, M. Vine (04.11.2018)
- WAAOC-LAWA Catch up – follow-up points, H. Williams (02.11.2018)
- LAWLA contract, CEO (October 2018)
- registration issue with AWA, explanation, M. Vine (31.10.2018)
- Douglas Memorial Shield, commencing 9 Nov, AWA, L. Troode (31.10.2018) (also R.Mathanda)
- various WAAOC membership registrations (29.10.2018)
- LAWLA centre reports for Swan Valley and Gosnells, B. Hennighan (29.10.2018)
- draft Junior Officials Program, from sub-committee (28.10.2018)
- AWA member registration now open for 2018-19 season, L. Troode (24.10.2018)
- sample flowchart for dispute resolution from Pony Club WA for MPIO policy, K. McVee (23.10.2018)
- call for officials to assist at the Emergency Service Games (22.10.2018)

- draft calendar for LAWA visits, M. Fitzsimons (19.10.2018)
- possible targeted participation grants from Government, M. Buchanan (19.10.2018)
- reimbursement form to claim expenses, B. Hennighan (17.10.2018)
- up-date WAAOC membership flyer. M. Vine (16.10.2018)
- proposed report template for review of LAWA centre, F. Brown (16.10.2018)
- online AWA registration for WAAOC, chain of email, L. Troode (11.10.2018)
- notice of proposed contract received from LAWA, M. Buchanan (09.10.2018)
- 2018-19 Athletics season – officiating, request for starting seminar, K. McVee (08.10.2018)
- sport and recreation update, F. Brown (05.10.2018)
- nomination for committee vacancy, B. Hennighan (05.10.2018)
- nomination form for committee vacancies, F. Brown (04.10.2018)
- feedback regarding the draft MPIO policy from K. McVee (01.10.2018)
- apologies for non-attendance at AGM from J. Halberg, N. Carvalho, G. Kennedy, M. Sulejmani (28.09.2018)
- inquiry regarding one and two year terms for AWA board directors, D. Stanton (19.09.2018)
- notice of election for two AWA board directors, W. Loxley (19.09.2018)
- article from community news regarding more officials, K. McVee (15.09.2018)
- IMG Online AWA membership form, via Club membership officer (18.09.2018)
- notice of fifth UWA mini meet to all clubs, A Dutton (09.09.2018)

Sent

- Official Club – how to become an official, including our top ten request to L. Soia (12.11.2018)
- WAAOC membership list of current members forwarded to AWA (05.11.2018)
- WAAOC details up-date to AWA, includes, affiliation form, finance report, revised constitution (31.10.2018)
- Associations Online application complete (approval for revised Constitution) (25.10.2018)
- to LAWA re: draft State relays 2018 timetable concerns, M. Vine (22.10.2018)
- notice seeking nominations for elected committee members (04.10.2018)
- request to LAWA for rule-up-date seminar information be included in newsletter (01.10.2018)
- notice of WAAOC AGM, with revised constitution, MPIO policy, to members (22.09.2018)
- Club members' vote for preferred WAAOC candidate for representation on the Board (24.09.2018)
- response to D. Stanton regarding election procedure for two board members (21.09.2018)
- fwd call for officials to assist at the Emergency Service Games (18.09.2018)
- thank you note to Terry Jones for feedback on MPIO policy (17.09.2018)
- LAWA Official of the Year nomination (13.09.2018)
- up-dated 2018-19 Club affiliation form, financial report to AWA, including comment on inability of many members to open email attachments from S. Stingemore (13.09.2018)
- fwd notice of fifth UWA mini meet to all WAAOC club members (11.09.2018)

Action 20/18: Club is required to submit an Information Statement to Consumer Protection annually, which is due no later than six months after the WAAOC end of financial year, that is, before 31.12.2018

That the correspondence received and sent confirmed as a true and accurate record

- Proposed by Fiona, seconded by Matthew. All in favour?

PASSED

7. REPORTS

- a. President – a range of topics raised including, investigating grants and process of acquiring funds, allocation of the latest edition of the IAAF Rule book by AWA, thanks to treasurer for preparing a draft budget and discussions with LAWA

Consequent discussion included the allocation of copies of the IAAF Rule book by AWA which appears to be inconsistent and inequitable. Members (Officials) working toward an AAOES qualification and examination during the current season should receive a copy

Action 21/18: Email AWA, attention Mr Stingemore, and request the criteria for the distribution of the latest IAAF Rule book for Officials, with priority for Officials working toward an AAOES qualification which includes an examination

- o Proposed by Marion, seconded by Marie. All in favour?

PASSED

Some members indicated that they either do not have a current AWA Officials shirt or is old and worn

b. Treasurer

- see finance report for period 26/08/2018 to 26/10/2018
 - receipts – LAWA education and membership 4,500
 - payments - nil
 - balance - 9711.40
- a request received from the Education Officer for a 'pointer/slider' to compliment the Club projector, approximately \$60. After a brief discussion, members agreed that this would be a useful addition and agreed to the purchase
- a draft budget presented to meeting, discussion on various budget items such as club shirt, proposed receipts and projected payments, including possible subsidy for travel expenses for each club member to one interstate competition

After discussion the committee agreed to adopt the proposed budget

Financial report accepted

- o Proposed by Bev, seconded by Marie. All in favour?

PASSED

c. Sub-committees

membership – 35 financial members as of 5 November 2018, aiming for 50 members, Club flyer for distribution by members during Centre visits; A5 x 50, A4 x 50 and a bunch of business cards \$10.00 x 250, members supported the printing of flyers and cards at nominal cost for distribution at LAWA events

education – visits to the Swan Valley and Gosnells Centre's, 2 starter seminars and 1 proposed Starter seminar for Southern Districts, seminars are proving to be popular with LA Centre's. A Walks judging clinic was conducted at Kingsway Centre – a detailed report developed and provided to the Centre with an extensive list of recommendations for the safe, timely and fair conduct of a walks competition

8. GENERAL BUSINESS

- 2018-19 Junior Officials Program – sub-committee developed and presented to the meeting a draft program for discussion, which included who would be/allocation of suitable mentors, roles and duties of mentor, placement of a junior official in a team, making decisions on the field of play, impact of a junior official officiating events of the same age as the official, need for a pathway to encourage athletes to have a go at officiating etc.

It was put to the meeting that the 2018-19 Junior Officials Program be adopted by the Club

- o Proposed by Matthew, seconded by Marion. All in favour?

5 members supported the motion, 2 members abstained

The 2018-19 Junior Officials Program be adopted

Need to inform and work with AWA, AWA supplied a white Officials shirt for the first Junior Official



- Calendar of events: draft calendar presented and included LAWA contract details and dates sending reports to Club; suggestion to extend the use of the calendar to include significant Club dates, such as AGM minutes and agenda to members as per constitution
After visiting a LAWA Centre and on completion of the subsequent report, send report to WAAOC and cc LAWA
- WAAOC newsletter – brief discussion of essential requirements for the development of a Club electronic newsletter. Matthew indicated he would prepare an initial newsletter for consideration
- Due to time constraints on the use of the DSR meeting room, remainder of the agenda items to be held over for the next committee meeting
 - MPIO policy
 - Code of conduct
 - Grant guidelines

9. NEXT MEETING

Next meeting Tuesday, 11 December 2018 - TBC

10. MEETING CLOSED

Being no further business, meeting declared closed at 9.05 pm

ACTIONS

Action No.	Action by	Action	Status
21/18	Jen	Email AWA, attention Mr Stingemore, and request the criteria for the distribution of the latest IAAF Rule book for Officials, with priority for Officials working toward an AAOES qualification which includes an examination	
20/18	Jen	Club is required to submit an Information Statement to Consumer Protection annually, which is due no later than six months after the WAAOC end of financial year, that is, before 31.12.2018	ongoing
19/18	Marie	Education Officer to develop a program of LAWA centre visits as per contractual requirements	complete
18/18	Bernie - Treasurer	reimburse Secretary the printing costs for AGM materials, including multiple copies of the revised constitution	ongoing
17/18	Registrar - Matt	for compliance, the Club provide to AWA a list of members and the WAAOC email being the contact detail for each member	complete
16/18	Jen	purchase a laptop and external hard drive, software, etc to perform and store Club business	on going
15/18	Matt	investigate the process for online registration process with AWA office	complete
14/18	Jen	recognise additional material, 'How to become an Official' on the AWA website, request mention and/or link to the Officials Club and top ten requests from WAAOC	complete

PRESIDENT:

Alain Gehan

SECRETARY:

Wheatley

DATE:

18/12/18