

## WA Athletics Officials Club Inc. Special Committee Meeting

**Date:** Tuesday, 16 October 2018  
**Time:** 6.42 pm  
**Venue:** MacDonald's  
Jolimont

### 1. WELCOME

Marion welcomed the new committee for 2018-19

President:	Marion	Vice President:	Fiona
Secretary:	Jen	Treasurer:	Bernie
Membership:	Matthew	Education:	Marie
Social:	Marie	General member:	Max
General member:	Bev		

### 2. ATTENDANCE

Jen, Matthew, Marion, Marie, Fiona (via teleconference), Bev, Bernie  
Lindsey as visitor

### 3. APOLOGIES

Max

### 4. CONFLICT OF INTEREST

No conflict of interest declared

### 5. GENERAL BUSINESS

- Aims of the committee 2018-19:
  - the strategic plan needs to be revisited and up dated, a task for the governance sub-committee, committee to review, then out to members for comment
  - improve communication between committee members, particularly access to email; after discussion it was proposed that committee members with portfolios have access to email, - proposed by Marion, seconded by Matt – vote taken PASSED
  - range of education opportunities for members
  - increase membership, modify current membership form, approach past members to reconsider membership
  - improve communications with Club membership, such as a digital newsletter
- Online Club registration with AWA
  - for insurance purposes, AWA insists that members complete their Club membership through an the AWA online process. It was noted that members have previously completed a registration form for AWA and are generally happy to the pay registration fee in cash (rather than through the online process which attracts a processing fee). To be compliant according to Constitution Rule 5.1 (a) the Registrar to make regular updates of the membership list and forward to AWA via email, with the Club email being the contact for each member

**Action 17/18:** for compliance, the Club provide to AWA a list of members and the WAAOC email being the contact detail for each member.



- proposed by Matt, seconded by Marie. All in favour?

PASSED

- Budget for 2018-19

Members discussed various options for inclusion in a draft Club budget based on the following suggestions:

- club purchase a laptop, software etc to conduct Club business, two quotes – up to \$1,000 (200 GB)
- a standard fee of \$50 for each member to recoup costs incurred to visit a metropolitan athletics centre
- Club allow for three practical seminars be conducted at the WAAS at \$300 per hour x 4 = \$1200
- provide funding for two WAAOC Officials to attend interstate competitions per season
- provide a subsidy for each WAAOC Official who attends an interstate competition
- subsidise travel costs/accommodation to attend LAWA country championships
- Club member merchandise such as, tee shirts, cap, hat, coffee mug
- sundry items such – tea, coffee, milk, printing etc., approximately \$250

Income estimates:

- LAWA contract approximately \$7,500 – reduce costs for delivering the contract
- membership fees
- sausage sizzle at Bunnings

**Action 18/18:** reimburse Secretary the printing costs for AGM materials, including multiple copies of the revised constitution

- proposed by Matt, seconded by Fiona. All in favour?

PASSED

- LAWA contract

- Minimum of eight metropolitan centres and two regional centres to be visited; Centres identified as determined by LAWA, include Baldivis, Dale, Gosnells, Hamersley, Inglewood, Kwinana, Peel, Rockingham, Swan Valley, Southern Districts
- process discussed – identify Centre contact person via LAWA website, speak with the President, and determine suitable time and competition day to visit, highlight Officials' role is to be encouraging and to support volunteer officials, identify potential safety issues, outline fundamental rules and protocols
- Kingsway and Cockburn have requested a starters seminar
- *seminars suggested for – track, jumps, throws, para, out of stadia, as required*
- members to develop and share a common audit template for use during centre visits

**Action 19/18:** Education Officer to develop a program of LAWA centre visits as per contractual requirements

- proposed by Fiona, seconded by Bernie. All in favour?

PASSED

- Junior Official policy

As tabled at previous meeting, form a sub-committee, Fiona, Matt and Marion to review and outline a preliminary entry level for interested junior officials. AWA will need to be approached for their support. Junior Official to become a WAAOC member and be registered with AWA and/or LAWA



- Marketing and promotion of the Club  
Members briefly identified Flyers, T shirts, hats/caps could be considered, and any other items of interest and suitable for an Official
- new committee members will require Bank account access; details to be up-dated

## 6. NEXT MEETING

Tuesday, 13 November 2018, 6.30 pm at DSR Leederville

## 7. MEETING CLOSED

9.11 pm

## ACTIONS

Action No.	Action by	Action	Status
19/18	Marie	Education Officer to develop a program of LAWA centre visits as per contractual requirements	
18/18	Bernie - Treasurer	reimburse Secretary the printing costs for AGM materials, including multiple copies of the revised constitution	
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.	
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	on going
13/18	Jen	email WAAOC nominee for LAWA Official of the Year to LAWA	complete
12/18	Jen	collate member feedback and provide to CAG representative, Louise Soia	complete
11/18	Matt	contact Marion to discuss and determine range of pre-season seminars for the education program	complete
10/18	Jen	draft WAAOC Constitution, and supporting summary of changes document to be sent to Club members for comment	complete

PRESIDENT:

Alan Beech

SECRETARY:

Wheatley

DATE:

13/11/18